

Appendix 2 – Downlands Community School Risk Assessment



This is a Risk Assessment for: COVID-19 controls for the wider opening of school for all students								
Department: Site Management		Date of assessment: 02.09.20						
Carried out by: Rob Anthony/Mark Wignall/Sue Jones		Date of next review: ongoing						
Overview of tasks and activities:  To safely manage the education of all students all of the time.  To control the risk of direct/indirect transmission between members of our community  To manage the arrival/departure of staff/students/visitors onsite  To ensure cleaning and sanitation standards are met		Risk Matrix		Severity				
				1 Negligible	2 Minor	3 Moderate	4 Significant	5 Severe
		Likelihood	5 Very Likely	5	10	15	20	25
			4 Likely	4	8	12	16	20
			3 Possible	3	6	9	12	15
			2 Unlikely	2	4	6	8	10
1 Very Unlikely	1		2	3	4	5		

Record of risk assessment reviews					
Date of review:	02.09.20	Reviewed by:	M.Wignall/S. Jones/R. Anthony	Comments / date of next review:	Updated from the end of summer term. Reviews are ongoing.
Date of review:	23.11.20	Reviewed by:	M.Wignall/S. Jones/R. Anthony	Comments / date of next review:	Updated post changes to school regulations
Date of review:	08/01/21	Reviewed by:	M.Wignall/S. Jones/R. Anthony	Comments / date of next review:	Updated post-Christmas re school closure and new variant.

What are the Hazards?	Who might be harmed?	What are you doing already to minimise the risks? (control measures)	Likelihood	Severity	Risk	Additional actions (further control measures)	Likelihood	Severity	Risk	Who needs to complete the action?	Done (date)
Potential for spread of COVID-19 between persons at school.	Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.  Potential for spread to other family members / persons.	<b>Organise year groups into 'bubbles'</b> Organise the school for year group bubbles of 240 Maintain year group bubbles where Critical Worker/Vulnerable children scheme in place. Minimising contact between groups. Students are taught in zones. Teachers move between the bubbles. Resources/equipment not to be shared between bubbles unless disinfected. Spaces can be used by different bubbles but must be disinfected between uses.	3	5	15	<b>Face Coverings</b> Students to wear face coverings at all times unless eating or outside. Risk assessments made when involved in physical activity. Face coverings will be issued if requested. Must be appropriate and worn effectively.  Staff asked to wear face coverings in transit. Staff may wear face shield in class but must also wear mask. Staff have been advised of new guidance stating that masks should be worn with visors.	3	5	15	SLT/pastoral teams	23.11
		<b>Organise classrooms and other learning spaces</b> Move furniture and desks so students are not facing each other wherever possible. Windows and doors should remain open to ventilate rooms. Teachers may alter the amount of ventilation depending on weather conditions.				<b>Organise classrooms and other learning spaces</b> Remove any unnecessary items including soft furnishings and other items that are hard to clean. No group work, shouting or raised voices. Singing and musical ensembles can take place if following music department risk assessment.				RA/CG	23.11

	<p>Sanitiser, cleaning equipment and emergency PPE in each classroom.</p> <p>Teacher zone at the front of classrooms to ensure 2m distancing.</p>		<p>Emergency PPE required for each classroom in case of medical emergency.</p> <p>Students must not share equipment.</p> <p>Intervention classes after school – staff have agreed to clean appropriate areas before starting sessions.</p>		
	<p><b>Movement around the school</b></p> <p>Students taught in zones apart from some practical activities.</p> <p>Teachers move rather than students ensuring that contact between different groups is minimised.</p> <p>Teachers move before students.</p> <p>Teaching area and desk computer sanitised between each lesson by teachers as they are moving from room to room</p> <p>Shared areas will be cleaned between uses by the in house cleaner.</p> <p>Some students may need additional support with these measures e.g. the very young or those with special educational needs. Some students have been individually risk assessed</p>		<p><b>Movement around the school</b></p> <p>Staff will model hygiene standards and wear face coverings.</p> <p>Our school community are regularly informed that particularly vulnerable members of the school may be present on-site and thus includes BAME staff/students. This will continue to inform all decision making and the standard of behaviour expected on site.</p> <p>Pupils stay in their bubbles for break using established routes.</p> <p>Students will use limited spaces around the site to reduce contact with surfaces.</p> <p>Air-conditioned rooms have been risk assessed if they are used.</p> <p>Safety briefing for staff and students at the start of term.</p> <p>Students sanitise hands after break and at every class change.</p>		<p>SLT/RA</p> <p>02.09</p>

		(which has been completed as advised by WSCC) Teaching Staff to be informed which students have a personal RA and have had an opportunity to read this					
		<b>Review curriculum provision</b>  Offer full curriculum to students. Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might mean limiting some practical or physical activities. Departments to carry our risk assessments. Consider which lessons or activities can take place outdoors where the risk of transmission reduced. Increase the number of practical opportunities where it is safe to do so. When CWV scheme is in place, students will follow the remote learning set by staff. Practical sessions included where possible.			<b>Review curriculum provision</b>  Maximise the use of practical rooms and outdoor spaces – on-site cleaner used to disinfect spaces between use. Dance, drama PE use outdoor facilities where possible. Reduced social times to manage behaviour. Revised school day ending at 2.45pm with staggered finish. Lunch brought forward to facilitate pre-ordering of food and delivery to each of the 5 social areas.	SLT/RA	02.09

		<b>Shared spaces e.g. assembly and dining halls</b> Larger spaces disinfected between uses if different bubbles. Social areas limited to one year group.				<b>Shared spaces e.g. assembly and dining halls</b> Perspex screen fitted in reception and the toilets to separate the basins.				SLT/RA	02.09

What are the Hazards?	Who might be harmed?	What are you doing already to minimise the risks? (control measures)	Likelihood	Severity	Risk	Additional actions (further control measures)	Likelihood	Severity	Risk	Who needs to complete the action?	Done (date)
Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school.	Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.  Potential for spread to other family	<b>Students arriving onsite</b> Students arrive onsite in designated zone and enter through an external door which is fitted with a wall mounted hand sanitiser. All students sanitise their hands.	3	5	15	<b>Students arriving onsite</b> Arrangements will be reviewed regularly. Parents have been asked not to drop students off in Dale Avenue Control measures are arrival zone and the side of the drive to walk along.	3	5	15	SLT/RA	02.09
		<b>Staff arriving onsite</b>				<b>Staff arriving onsite</b>				SLT/RA	02.09

members / persons.	Staff arrive and enter reception, sign in and use hand sanitiser provided before entering the main building. Staff should not leave car if colleagues are within 2m of the door.		Staff will be reminded to adhere to social distancing rules which might include waiting outside for others to exit reception before entering. Reception will take a list of staff and sign them in if too busy. All staff have completed an individual risk assessment and have received a virtual safety briefing and induction pack. Staff briefing at 8.30am on Friday mornings			
	<b>Visitors onsite</b> Reception staff direct visitors to use hand gel on arrival and then escorted with a staff member to relevant area of the site. Visitor policy sent to visitors before attending site. Parents told not to come on site. Visitors must read and agree to visitor policy before entering the school.		<b>Visitors onsite</b> Refer to visitor policy which will be communicated to all staff and parents.  Includes who can be onsite, what they should do on arrival and protocols when onsite.		SLT/RA	02.09
	<b>Getting to school and drop off / pick up</b> Encourage people to walk / cycle / drive to school where possible Highlight government advice on safe travel to parents / carers / staff.		<b>Getting to school and drop off/pick up – end of the school day.</b>  Parents have been asked not to drop students off in Dale Avenue No waiting zone at the foot of the drive.		SLT/RA	02.09

		Where school transport is provided risk assessments will be required from operators. Students sit in their bubbles and must wear face coverings.			Staggered finish to the day – pupils will be dismissed in year groups from 2.45. Control measures are departure time, exit route and the side of the drive to walk along.			
		<b>Vulnerable members of our community</b> Our school community are regularly informed that particularly vulnerable members of the school may be present on-site and thus includes BAME staff/students. This will continue to inform all decision making and the standard of behaviour expected on site.			<b>Vulnerable members of our community</b> To constantly be aware of changing guidelines and review/change procedures where appropriate.			02.09
Monitoring emotional wellbeing		<b>Students</b> Student wellbeing survey completed at the end of summer term. Monitored and used to inform tutor group activity. Tutors to monitor students for signs of anxiety and pass issues on to pastoral colleagues.			<b>Staff</b> Staff Forum will be held each term (30/11) to give all staff an opportunity to feed back. There is a comments box for staff. Staff will be reminded about the WSCC Employee Assistance Programme.		MWi	02.09

		<b>Staff</b> Line management to focus on well-being. Staff briefings in small groups held at the start of term to give all staff an opportunity to feed back.				Mindfulness sessions will be offered to all staff				
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Risks of spread of COVID-19	Staff and other occupants	<b>First aid and care provision</b>	3	5	15	<b>First aid and care provision</b> Individual student risk assessments have been	3	5	15	SLT/RA	02.09



<p>from providing first aid or care.</p>	<p>may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision.</p> <p>Potential for spread to other family members / persons.</p>	<p>The school will maintain suitable first aid and where needed paediatric first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields.</p> <p>All first aid equipment will always be accessible.</p> <p>Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>In the case of a student becoming unwell with symptoms of coronavirus while in their setting. If the student remains onsite in the isolation room to be collected by parents/carers a face mask should be worn by the student and the supervising adult. If contact with the student is necessary, then gloves, an apron, goggles and a face mask/shield should be worn by the supervising adult. A full set of procedures for staff can be found in the induction booklet. All incidents must be recorded as per the school's normal arrangements.</p>			<p>conducted for specific students with an EHCP or an individual care plan. These are made in consultation with WSCC Following WSCC advice, 2 x Risk Assessments for EHCP students have been carried out. One care plan for a vulnerable student is in place.</p> <p>Full first aid procedures in induction pack.</p>			
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Contamination of commonly used areas, including	Staff and other occupants may	<b>Cleaning and hygiene control</b> All staff will be briefed on expected hygiene standards via induction booklet.	3	5	15	<b>Cleaning and hygiene control</b> Information on measures in place will be provided at	3	5	15	SLT/RA	02.09

<p>door handles, IT equipment and equipment used by multiple persons.</p>	<p>become contaminated via indirect contact with contaminated equipment.</p> <p>Potential for spread to other family members / occupants.</p>	<p>All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene.</p> <p>Sufficient quantities of cleaning supplies and hand soap to be maintained.</p> <p>More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors.</p> <p>Toilets cleaned regularly.</p> <p>Daily cleaning in place to provide disinfection of all handles and commonly used surfaces.</p> <p>All classrooms equipped with hand sanitiser, disinfectant spray, cloths and PPE.</p> <p>Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. Practical lessons with use of school equipment should have their own R.A conducted.</p>				<p>reception and key entry points.</p> <p>Ensure that bins are emptied throughout the day.</p> <p>Bins with lids have been provided.</p> <p>IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down with virucide) before each use.</p> <p>Practical lessons with use of school equipment should have their own R.A conducted.</p> <p>Classrooms used by different year group bubbles will be cleaned between use. A cleaning timetable has been produced and a cleaner has been hired to complete the work.</p>					
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	Risk of injury	<b>Emergencies</b>				<b>Emergencies</b>				Rob Anthony Sue Jones	02.09

Staff and students may be unfamiliar with changes to fire safety or other emergency arrangements.	arising from panic due to lack of clear emergency arrangements.	<ul style="list-style-type: none"> <li>No changes required to effectively manage emergency evacuation procedures are documented in their respective risk assessments with temporary amendments.</li> <li>Fire plan has been reviewed. Other emergency procedures e.g. lockdown should be reviewed as required.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>A full fire drill will be appropriate as there are some environmental changes made to communal spaces to accommodate social distancing.</li> <li>Staff will be alerted to fire plan via the induction booklet.</li> </ul>	2	5	10		
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Potential for spread of COVID-19 between persons at	Staff and other occupants may catch COVID-19	<b>Suspected case of coronavirus in school</b> If anyone becomes unwell with a temperature new, continuous cough or change to sense of	3	5	15	<b>Suspected case of coronavirus in school</b> If a student is awaiting collection, they should be moved, if possible, to the	3	5	15	SLT/RA	02.09

school showing symptoms of coronavirus or those who are confirmed to have coronavirus.	via direct or indirect contact with carriers.  Potential for spread to other family members / persons	<p>smell/taste whilst onsite, they must be sent home and advised to follow government guidance. The student or staff member who becomes unwell should wear a face mask if waiting onsite to be collected</p> <p>PPE must be worn by the staff caring for the student while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>			meeting room in reception where they can be isolated behind a closed door, and monitored by reception staff. Areas that the person has come into contact with will be closed off and then professionally cleaned by the cleaning contractor. PPE worn must be double bagged and held securely onsite for 72 hours before being added to our waste bins. Back-up plan in place in case of staff illness.			
		<p><b>Confirmed case of coronavirus in school</b></p> <p>When a student or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to take a test.</p> <p>Where a student or staff member tests positive, school will contact Public Health England and act on their advice (as above)</p>			<p><b>Confirmed case of coronavirus in school</b></p> <p>Areas that a person with COVID-19 has come into contact with will be professionally cleaned by the cleaning contractor. PPE worn must be double bagged and held securely onsite for 72 hours before</p>	SLT/RA	02.09	

		This may mean a year group self-isolating in which case remote learning will be set.			being added to our waste bins. Groups of students will not be mixed and will stay the same wherever possible.			
					<p><b>School wide actions to be taken in case of Covid-19 infection</b></p> <p>School will contact DfE helpline and then instigate the school flow chart. School will send home pupils who have been in close contact to self-isolate for 14 days after the contact. Households of self-isolating children will only need to isolate if they develop symptoms In the event of 2 or more infections in 14 days, local health protection team will advise on additional actions, which may require large numbers of students or year groups to self isolate</p> <p><i>Close contact means:</i> <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15</i></p>			

					<p><i>minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</i></p> <p>Students will be set appropriate work to complete whilst self-isolating.</p> <p>Staff with symptoms should go straight home and request a test. If negative, staff may return to work once well again. Where the test is positive, staff should comply with government guidelines on self-isolation. Staff with family members showing symptoms should self-isolate until a negative test. If positive, self-isolate for 14 days.</p>			
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## Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Possible	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity	Description	Score
Negligible	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Severe	Fatality	5

Risk Matrix		Severity				
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Likelihood	5 Very Likely	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously
20-15	Stop	Stop activity and take immediate action