

Rivers ESC Coronavirus (COVID-19) Risk Assessment

Assessment conducted by: M Harding & Leadership Team All staff will be consulted in order to contribute to the centre risk assessment.	Job title: Leadership Team	Covered by this assessment: School environment, individual pupils and staff
Date of assessment:20.08.20 Updated 29/09/20	Review: to be conducted before the centre is planned to reopen to staff/pupils on 2 nd September 2020.	Date of next review: 6 th October [and weekly thereafter]

Related documents

[Individual Pupil Risk Assessments, Infection Control Policy, Business Continuity Plan, Behavioural Policy, Staff Code of Conduct.](#)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

This risk assessment will be reviewed regularly to reflect changing local and national circumstances and guidance.

Risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Reviewed Staff code of conduct & Reviewed Pupil code of conduct - Behaviour policy - Social distancing rules - Rivers response to reduce the spread of coronavirus. - System of controls [see bottom of doc] - DFE document What to do if a pupil is displaying symptoms of coronavirus (COVID-19) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic_children_action_list_SCHOOLS_FINAL.pdf • preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings - • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings - guidance for food businesses on coronavirus (COVID-19). - - 	Y	Headteacher SLT	01/09/20	M
			Y	SLT	07/09/20	M

Risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • - • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely - • Staff are made aware of Rivers response to reduce the spread of coronavirus via email. schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances. • In areas where the transmission of the virus is high as listed on gov.uk, the government's guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning. • Parents are made aware of the Rivers response to reduce the spread of coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the Rivers response to reduce the spread of Coronavirus via a letter and 1:1 staff conversation and are informed that they must tell a member of staff if they begin to feel unwell. 				

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		<ul style="list-style-type: none"> Staff Confidentiality and Pupil Confidentiality are protected at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus. 				
Hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. Pupils use hand sanitizer before lessons begin. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in every classroom. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Pupils do not share cutlery, cups or food. Frequently touched areas are cleaned at least twice a day one cleaning to be at the beginning or end of the day 	<u>Y</u>	Headteacher SLT	07/09/20	M
			<u>Y</u>	ALL	01/09/20	M

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Ill health	H	<ul style="list-style-type: none"> Individual vulnerable staff will have a risk assessment undertaken on their role and ability to maintain 2m social distancing on September 2nd 2020 Staff are aware of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, anosmia and high temperature, and are keep up to date with national guidance about the signs, symptoms and transmission of coronavirus. <p>Any pupil who displays signs of being unwell is immediately referred to the member of SLT on call who will follow the gov guidance What you should do to manage a possible outbreak</p> <ul style="list-style-type: none"> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic children action list_SCHOOLS_FINAL.pdf Where a member of SLT is unavailable, staff act in line with the System of controls and What to do if a pupil is displaying symptoms of coronavirus (COVID-19) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic children action list_SCHOOLS_FINAL.pdf ensure that any unwell pupils go to designated room [meetings room KS4, repro room KS3] whilst they wait for their parent to collect them. On Call Staff will wait with pupil until parent arrives. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in 	Y	Headteacher SLT	01/09/20	M

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		<p>governmental guidance and the A4 Action Card for COVID-19 early outbreak management https://riverseschertssch.sharepoint.com/:b:/s/AllStaff_DG/ET2ijsl3heZNqBbP3kxWgkEB5X55jje72AnGb4T0RQ_jmQ?e=Mb3I71f</p> <ul style="list-style-type: none"> • • Areas used by unwell pupils who need to go home are thoroughly cleaned with household bleach_ once vacated. The room will not be used again until it has been cleaned. • Unwell pupils who are waiting to go home, are instructed to use different toilets (the visitor's toilet) not the rest of the school to minimise the spread of infection. [with household bleach after use] • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				
Spread of infection/ prevention	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings • PPE will be available for emergency use in Reprographics room at KS3 Meetings room at KS4. • Staff are familiar with the SYSTEM OF CONTROLS: the set of actions schools must take [see gov doc guidance for full opening of schoolsappendix] • Pupils are instructed to use the catch it, bin it approach • Cleaning frequently used areas will take place at least twice a day with one of the cleanings taking place at the beginning or end of the day • Pupils are instructed to maintain social distancing 	<u>Y</u>	Headteacher SLT	01/09/20	<u>M</u>

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		<ul style="list-style-type: none"> • Staff moving from class to class should try to stay 2m away from their colleagues where possible and minimise time spent in the staffroom • Schools have a process communicated to pupils on how to remove face covering on arrival • Hygiene is explained to visitors • Pupils encourage to clean/sanitise their hands frequently and after they have coughed or sneezed. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Anyone [staff or pupil] who displays symptoms of Coronavirus {COVID-19} can and should get a test [through NHS test and trace website or ordered through telephone NHS 119 for those without the internet]] Staff are classed as keyworkers and get priority access to testing. • Staff and pupils EXPECTED TO HAVE ACTIVE ENGAGEMENT WITH Test and Trace system • Staff maintain distance from staff and pupils as much as possible • Staff and pupils to observe the government requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at <u>coronavirus (COVID-19): how to self-isolate when you travel to the UK.</u> • LOCAL HEALTH PROTECTION TEAM is to be contacted if a member of staff or pupil tests positive they will provide advice as to who must be sent home and a template letter to parents • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period 				

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		<p>they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance. • If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 				

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		<p><u>Rivers response to reduce the spread of Coronavirus:</u></p> <ul style="list-style-type: none"> • Free standing sanitizer stations will be available for all staff in reception areas and social area at KS3 and KS4. • Sanitizer wipes/disinfectant will be available by the photocopiers, hot and cold water dispensers and fridges. • Perspex screens will be provided in reception to shield reception staff at KS3 and KS4. • Floor markings will provide 2-metre guidance for reception areas at KS3 and KS4. • Reception staff will sign all staff in and out of the building. Visitors to give contact phone number to comply with track and trace. • KS3 and KS4 will maintain separate bubbles pupils will not attend college until the Headteacher deems it safe to do so following government guidance. Unless mentioned in this risk assessment anyone not in one of the bubbles is classed as a visitor. • Potential visitors will be vetted to see if the visit is necessary and safe if that is the case they will be given an appointment. • visitors will wear a mask in communal areas • attendance- all previously shielding children should be able to return to school except where individual clinical advice not to do so has been provided., potential concerns of pupils and families will be addressed by 1:1 discussion with Headteacher • First aiders are aware of the The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) • 2-metre social distance signs will be displayed in all areas at KS3 and KS4. All staff and pupils will adhere to 2 metre social distancing rule where possible. 				

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		<ul style="list-style-type: none"> • Engaged and vacant signs will be provided for staff and pupils toilets so that we can ensure only one person uses the confined space at a time. • Floor marking sprays will be used to mark 2 metre distances on outside areas. • Staff should limit the amount of personal belongings they bring onto site. • Workplaces have been identified and allocated • When not teaching Staff should only use designated spaces for working. • Hand sanitizer and disposable gloves and a stylus/pen will be provided for staff to use for the entry keypad, signing in and the social area photocopier only. • All furniture and workspaces have been arranged to promote social distancing. • Pupils will be arranged in a consistent group each time they come to the centre to reduce transmission. • Pupils will be in small groups to reduce contact. • Individual risk assessments will be carried out for each pupil. • Code of conduct and risk assessment will be sent to parents and pupils before they return to the centre. • Pupils will enter from the main entrance maintaining social distance supervised by centre manager/deputy or other designated staff, use hand sanitizer and remain at their desk, in the classroom • Pupils will leave valuables, including bags and phones in lockers [KS3 phone put in individual bags at KS3 with safe handling observed by staff member on duty,KS4 BAGS LOCKED IN CUPBOARD IN SOLUTIONS] • Only one pupil in reception/lobby at a time , operating one in one out system 				

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		<ul style="list-style-type: none"> • Pupils will have an allocated a pencil case with their own equipment to avoid sharing and a drinks bottle. • Pupils to keep movement around the building to a minimum around and use the toilet [one at a time], the class teacher will ring solutions to unlock the toilet, the TA will accompany the pupil • Additional furniture has been removed from the classrooms to allow the desks to be arranged at least 2 metres apart. • Soft furnishings has been removed from classrooms to allow more effective cleaning. (social area, plastic chair will be used) • Pupils will be dismissed group by group in rotation, Head of centre/assistant headteacher or Solutions staff will phone/visit each group in turn • Groups will be arranged based on risk assessments and also to reduce the number of pupils travelling together on public transport. • Pupils at Rivers will be provided with an individual labelled drink bottle. Pupils will not share glasses or cups. • All pupils will be provided with a packed lunch which they can take home to eat.this will be prepared in centre by staff wearing appropriate PPE [Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).] • staff wearing appropriate PPE will provide toast with butter/jam at breaktime. The food will be brought to the pupil sitting at a table by a member of staff wearing gloves. Individual boxes of juice will also be available on request • • Extracurricular/enrichment activities will take place when it is deemed safe to do so • Uncooked breakfast will be provided and served to pupils -one pupil per round table or two at long tables 				

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		<ul style="list-style-type: none"> • Breaktimes in social area: one pupil per round table or two at long tables • Break outside equipment to be meticulously cleaned or left for 48hrs [72 if plastic surface] • Practical P.E. to take place outside where possible. Sport equipment to be cleaned frequently and meticulously or left for 48hrs [72 if plastic surface] • Practical Food lessons to take place in Food Tech room time built into lesson planning to clean surfaces/equipment between lessons • Staff are also asked to bring their own drinks bottles/cups, tea , coffee and cutlery and take them home. Hot and cold water dispensers, fridge and kitchen surfaces to be wiped down after use by staff. • Only a water bottle with a removable drinking lid can be refilled from the water fountains to ensure no contact of mouthpiece • Staff eat lunch at their desk, the social area or staffroom - one person per round table or two at long tables • Pupils should be provided with feedback from the teacher during the lesson (either verbal or provided in a written format that adheres to the social distancing rule). Pupils work/files should remain in the classroom. • All classrooms will be provided with: <ul style="list-style-type: none"> • Cleaning wipes for phones and keyboards • Cleaning spray and kitchen roll for wiping surfaces. • Hand sanitizer gel • Tissues • Bin • Disposable gloves • Pupils should wipe down their desk and laptop if used at the end of each lesson.[Teachers should supervise] • Staff will be encouraged to keep windows and doors open whilst teaching. 				

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		<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out at least one thorough cleaning of KS3 & 4 centres per day [following national guidance and is compliant with the COSHH Policy and the Health and Safety Policy]. Nominated staff will clean frequently touched areas during the day [after break]. • All pupils/parents/carers will have a 1:1 meeting with the Centre Manager/Deputy before starting in September • Parents/carers to agree the risk assessment. • ALL pupils and parents/carers will agree to the User Agreement [remote learning] prior to lessons beginning. • Routine meetings will be held remotely, other meetings will be held remotely where feasible [exception : Estma meeting entering via fire escape after pupils have gone respecting social distancing and wiping down of touched surfaces] • FFS monitoring once/twice month onsite KS3 centre observing social distancing, working in primary outreach office [LH/sm working in admin office next door] no contact with other staff/pupils. <p><u>Outreach Teams:</u></p> <ul style="list-style-type: none"> • Outreach staff will work remotely in most instances excepting those staff also working incentre [KS4] • Workspaces have been designated to maintain social distancing • Outreach sessions will be delivered virtually until risk assessment are in place to manage peripatetic sessions safely [following gov guidelines and social distancing where possible]. • <i>secondary</i> • Meetings will be held remotely where possible. • A user agreement has been drafted to ensure staff and pupils are safe guarded whilst working virtually. • New protocol to be emailed to all Headteachers– in school outreach will be provided for designated PEx and managed moved pupils 				

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		inschool, these staff may only one work at the designated school and will otherwise work remotely. PPE will be provided				
Management of infectious diseases	<u>H</u>	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to SLT. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented by all staff and pupils and PPE is worn if there is an emergency. The Headteacher will require face coverings in communal areas if it is believed that the circumstances call for it. Where local restrictions apply In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. This will be communicated clearly to staff, parents, pupils . education settings should take steps to have a small contingency supply of face coverings available The Headteacher has a small number of home testing kits available if a staff/ pupil is unable to access a test through the check and trace route. 	<u>Y</u>	All staff	01/09/20	<u>M</u>
Communication	<u>M</u>	<ul style="list-style-type: none"> SLT reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. Rivers response will be reviewed each week and is a standing agenda item on staff/outreach meetings meetings, LT and SLT meetings Staff to raise any concerns immediately to a member of Leadership The Headteacher contacts the local authority immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 	<u>Y</u>	Headteacher SLT	01/09/20	<u>L</u>

Risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> LOCAL HEALTH PROTECTION TEAM is contacted if a member of staff or pupil tests positive Schools put into place any actions or precautions advised by their local authority/Local Health Protection Team Rivers SLT will keep pupils and parents adequately updated about any changes to preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings 				
Disruption to the running of exams	H	<ul style="list-style-type: none"> SLT to be keep updated re-Ofqual and Government guidance 	<u>Y</u>	Headteacher SLT/MH	01/09/20	<u>M</u>
Partial school closure	H	<ul style="list-style-type: none"> The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. Pupils will be provided with remote learning if required to self-isolate and provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access The Behavioural Policy and Staff Code of Conduct are adhered to at all times. The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils where possible – alternative arrangements are put in place where required. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	<u>Y</u>	Headteacher SLT	01/09/20	<u>M</u>

Risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergencies	H	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<u>Y</u>	Headteacher SLT	01/09/20	<u>M</u>

Appendix taken from [guidance for full opening of schools](#) Updated 10 September

System of controls

This is the set of actions education settings must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all settings, all the time.

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Guidance COVID-19 contain framework: a guide for local decision-makers Updated 28 August 2020

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

COVID-19

early outbreak management

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only

What you should do to manage a possible outbreak

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomtic_children_action_list_SCHOOL_FINAL.pdf

What to do if a pupil is displaying symptoms of coronavirus (COVID-19) all staff

https://riverseschertssch.sharepoint.com/:b:/s/AllStaff_DG/ET2ijsI3heZNqBbP3kxWgkEB5X55jje72AnGb4T0RQ_jmQ?e=Mb3I71f