

## Holly Lodge Girls' College - Risk Assessment

<b>A</b>	<b>Date:</b> 26/04/2021	<b>School:</b> Holly Lodge Girls' College	<b>Team:</b> Whole school	<b>Location:</b>
	<b>Review Date:</b> 17/05/2021	<b>Ref:</b>	<b>Assessor:</b> Marion Hughes	<b>Head Teacher:</b> Andy Keen

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff  Pupils  Visitors  Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> </ul>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			<p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Headteacher [ or his representative] to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Department for Education <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools Covid-19</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (Covid-19)</li> <li>• Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
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			<ul style="list-style-type: none"> <li>Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, and following individual risk assessments for staff, as applicable:</p> <ul style="list-style-type: none"> <li>Disposable half face mask</li> <li>Disposable gloves</li> <li>Disposable aprons</li> <li>Visor face shield</li> </ul> <p>Where individuals request PPE, each case will be risk assessed.</p> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All student facing staff have been provided with a grab bag containing</p> <ul style="list-style-type: none"> <li>Tissues,</li> <li>Wipes</li> <li>Hand sanitiser</li> <li>A supply of face masks in a re-sealable sanitised bag</li> </ul> <p>These can be replenished as necessary</p> <p>There are additional masks available for students and staff if needed.</p> <p>All staff informed that hands should be sanitised regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed/ sanitised as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
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			<p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets. A box of tissues is provided in the staff "grab bag" and can be replenished when needed.</p> <p>Members of the Leadership team and Pastoral staff are on duty at the entrances to school every morning and will remind students to use their masks. Masks will also be available for those students who have lost or forgotten them.</p> <p>Students will be asked to wear masks in lessons as per the Government guidelines.</p> <p>Teaching staff who live with Clinically Extremely Vulnerable people will advise students that they must wear a mask in their lesson.</p> <p>Members of the Leadership team and Pastoral staff are on duty in corridors at change of lesson to remind students to wear masks in corridors and shared spaces and to sanitise as they enter their next lesson.</p> <p>When dismissing students from their lesson, teachers remind students to sanitise as they leave the room and put their masks on.</p> <p>Personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running will be by individual arrangement.</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
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			<p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"><li>• HSE RIDDOR reporting of COVID-19</li></ul> <p>School have engaged with the national mass testing programme to identify asymptomatic cases of COVID -19 and to ensure those cases adhere to periods of isolation as appropriate. Students have been provided with home Lateral Flow Test home kits to be tested twice per week.</p> <p>Governor subcommittee convened to work with senior leaders to identify areas for allocation of “catch-up” spending</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
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2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All visitors are requested to provide details for “Track and Trace” and are made aware of the need to sanitise regularly whilst on site and wear a face covering in shared areas. Personal information is kept for 21 days in line with GDPR.</p> <p>Year groups will attend school using the designated entrance for their “bubble” to dilute the numbers coming through them as much as possible.</p> <p>Students leave school in a staggered dismissal to avoid congestion at exits.</p> <p>School first aid risk assessment reviewed.</p> <p>Hand sanitizer stations are located</p> <ul style="list-style-type: none"> <li>• at the main entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</li> <li>• in wall mounted dispensers in each classroom.</li> <li>• at entrances to all school buildings</li> <li>• at staff toilets</li> <li>• In the queuing area in the food courts</li> <li>• In the changing rooms</li> </ul> <p>Signage installed to various areas of the building reminding people to wash hands regularly and /or sanitise, in line with Government guidance and to maintain social distance.</p> <p>Corridors, walkways and staircases are allocated to each “bubble” to avoid crossing and contamination. Signage is colour coded for each year group.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils are requested to keep close to the left side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies will not to take place during the Covid-19 pandemic. These will be undertaken in year ‘bubbles’ where appropriate.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p> <p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
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			<p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Extra staff bases will be provided to staff to use during non-contact time.</p> <p>Staff will wear masks in corridor areas or whilst moving between classrooms</p> <p>Staff will aim to maintain 2 m social distancing from students and colleagues at all times</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. Lanyards will be cleaned in daily batches and stored for 72 hours in between each use.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained.</p> <p>Staff who are able to work from home, may to do so if it is requested.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of each lesson [<i>for teaching/ student facing support staff</i>] or their daily shift. There will be access to cleaning materials for staff to use and replenished as required.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			<p>A clear desk policy is in place. All work items and belongings should be stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, staff should cleanse the touch screen after each use using the wipes provided. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>Additional staff bases have been identified and staff should maintain 2m social distancing when using the rooms. If there are too many people in the room to facilitate social distancing, then the staff member will have to find another base.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be available for use by staff and can be replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>



			<p>Meeting room users to ensure the room is identified as “do not use” using the signs provided until the room can be sanitised, ready for re-use. Users to let the site supervisors know the room needs cleaning.</p> <p>Parents will be discouraged from attending meetings in school and if they do attend without an appointment, they will not be seen.</p> <p>Governor meetings will be conducted via Zoom for the foreseeable future.</p>	
5	Covid-19 virus: Classrooms	Staff  Pupils	<ul style="list-style-type: none"> <li>• Year groups of students are kept in ‘bubbles’</li> <li>• Year groups are to be kept separate from other years and will move around classrooms in the “zone” identified <b>for that year group only</b>.</li> <li>• Mixing with other year groups is minimised, as much as possible.</li> <li>• Where there is mixing within years groups [ bubbles], for example use of specialist classrooms, social distancing is in place</li> <li>• Specialist classrooms [ eg DT, Art , ICT , Science labs] will be thoroughly cleaned in between use by different “bubbles”</li> <li>• Older pupils are encouraged to maintain social distancing within groups where possible.</li> </ul> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>Each classroom will have a supply of basic stationery equipment and can be replenished from the year leader’s office.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			<p>Classes are to take place in the same learning zone to limit the numbers moving around the school.</p> <p>Where students have to use specialist learning rooms [ eg Art , ICT , DT, science], rooms will be “fogged” in between use.</p> <p>Teaching and learning support staff are given wipes to take from room to room to sanitise keyboards, mouse, desk area, arm rests etc...</p> <p>Specialist rotation of staff between classes will be managed as much as possible to limit movement of students.</p> <p>Workshops and Science Lab layouts will follow the same layout considerations as general classrooms where possible.</p> <p>Sanitising of hands is encouraged when changing classrooms for different activities. Wall dispensers are available in each classroom and throughout school buildings.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Lunch times will be split to allow year groups to have lunch in their “bubbles”.</p> <p>Dining room tables and seating will be cleaned and sanitised between sittings.</p> <p>Each “bubble” will have its own serving area and queue.</p> <p>Dining room be laid out so that ‘bubbles’ are separated whilst eating.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible and will wear masks when serving or in the food courts with students.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			Toilets will be ring-fenced to use by individual year groups [bubbles] and sink areas will be cleaned and sanitised in-between sittings. Toilets will be identified for the use of each individual year group	
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School finishing times are different for some year groups [bubbles] to reduce the numbers exiting the site at the end of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods through the use of zone.</p> <p>Lunch times are split to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Toilets will be ring fenced to use by individual year groups [bubbles] within their learning zone.</p> <p>Outdoor recreation areas will be identified for use of each individual “bubble” at breaktime/lunchtime</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>
8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 2m social distancing at all times, where practicable.</li> <li>• “Teach from the desk” as much as possible</li> <li>• If a teacher has to approach a student during the lesson , both should wear a mask</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Regularly perform appropriate hand washing / sanitising</li> <li>• Teaching staff have a “grab bag/2 containing a supply of wipes, tissues, hand sanitisers and masks. These can be replenished as needed</li> </ul> <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Contractors to have induction from the Estates Manager regarding COVID precautions</p> <p>When a student is identified as positive for COVID 19 , the year group “bubble” will be sent home and our remote learning offer will commence</p> <ul style="list-style-type: none"> <li>• Day 1 to 3 work is uploaded via Show My Homework and Google classrooms</li> <li>• Day 4 to end of isolation - a timetable of live lessons is put in place</li> </ul>	
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Where specialist classrooms are shared between bubbles [ eg ICT , DT, science], the room will be “fogged” in between use.</p> <p>Teaching and learning support staff are given wipes to take from room to room to sanitise keyboards, mouse, desk area, arm rests etc...</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			<p>Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Lift buttons and door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p> <p>In the event of cleaning staff absence, additional hours / use of agency staff will be considered.</p> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p>	
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them.</p> <p>Staff who have had direct contact with a positive case of COVID will be sent home to self-isolate.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p>	<p>Low – R in the region is significantly reduced</p> <p>More staff and members of the community have received the vaccination</p>

			<p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> <li>• If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal.</li> </ul> <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p>	
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**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

D Controls (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )		E To be completed by the Manager			
Ser N <sup>o</sup>	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					


<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High                      Medium                      <b>Low</b></p>	<p>Risk assessment signed off by:</p> <p>Signature: Marion Hughes</p> <p>Date: 26 April 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
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