

COVID-19 risk assessment

Company name: Crowdys Hill school Assessment carried out by: Kate Higham/ Simon Winchester

Sent to all staff and on website

Date assessment was carried out: July 2020- periodic reviews, revised in Sep 20. Latest version Jan 2021

Feb 2021 revisions Sept 21 revisions **Jan 2022 revisions in red**

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What are the hazards?	Who might be harmed and how?	Controls in place	Additional controls	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Drivers coming to your business</p> <p>Drivers going out for your business</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Provide water, soap and drying facilities in all toilets - Provide information on how to wash hands properly and display posters ; and signs around school to remind everyone to wash hands - Provide hand sanitiser for the occasions when people can't wash their hands – these are scattered about the school site on entry/ exit to buildings; and hand gel in all rooms. - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers we have toilets available near to reception- receptionist to inform cleaning staff to clean toilets used by visitors. - Caretaker/ lead for trip to talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities - Cleaners will replenish cleaning products in every room throughout the day. - We have employed extra cleaning staff for September, who will work throughout the day cleaning rooms and communal areas. 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls - Staff should use sanitisers if they can't access washing hands, but must wash their hands as soon as possible, particularly if moving between groups. - Staff should check their skin for dryness and cracking and tell them to report to you if there is a problem <p style="color: red;">Visitors must wear facemasks on entry to school. School can provide disposable ones at reception.</p> <p>We have lots of hand gels and antibacterial wipes located in every room and on entry to the school.</p>	<p>Steve to check daily</p> <p>In place</p> <p>Steve to check daily. Staff to inform Steve/ Simon if supplies are low.</p>	<p>Ongoing</p> <p>Ongoing – it is the responsibility of all staff to encourage hand washing, and follow advise themselves.</p> <p>Ongoing</p>

<p>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Staff Pupils Visitors Contractors Drivers coming to your business</p>	<p>We have identified the following areas which will be cleaned more regularly throughout the day, at least 3 times daily.</p> <ul style="list-style-type: none"> ○ Staff rooms, staff kitchens, changing rooms, reception, meeting rooms, halls ○ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, reception, storage areas ○ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ○ softer toys and surfaces have been minimised in class rooms ○ communal areas where air movement may be less than in other work areas, - main staff room and staff kitchens <p>We will continue to:</p> <p>primary-staff to stagger outside play to reduce classes mixing;</p> <p>secondary- staff to release pupils using external doors, and pupils enter through internal doors; children in Key stage groups</p> <p>sixth form- staff to stagger outdoor usage; minimise pupil movement between rooms- staff to move rooms rather than groups</p> <p>sixth form and other areas where space is tight</p>	<ul style="list-style-type: none"> - staff to be vigilant in corridors to remind pupils of keeping apart; - following hygiene procedures, washing hands - Clean surfaces frequently <p>Staff to use Teams for staff meetings; no assemblies; teaching staff to have lunch and break in their rooms in small groups socially distanced; or in staffroom (max of 10)</p> <p>Increased cleaning in communal areas</p> <p>Keep windows and doors wedged open, where not a fire door and where safe to do so.</p> <p>Facemasks are optional for pupils below year 7; staff to encourage students year 7+ to wear masks. Most of our pupils are exempt. Staff to wear facemasks in class (except wear it impedes teaching and learning). Adults to wear masks out of classes in areas where social distancing is not possible.</p> <p>Staff must wear face covering (mask/visor) in all non-classroom areas. Staff in the highly vulnerable group will wear facemasks and/or visors.</p> <p>When in close contact with pupils staff may wear facemasks.</p> <p>For all personal care PPE must be worn by staff.</p>	<p>All staff</p> <p>All staff</p> <p>Primary lead- all staff</p> <p>Deputy HT- all staff</p> <p>Sixth form lead- all staff</p> <p>All staff</p> <p>All staff</p> <p>Cleaning team</p> <p>All staff</p> <p>Year 7+ pupils. HT to send recommendations to parents and on website- covid management plan (contains details of removable of masks)</p>	<p>Ongoing</p> <p>Unstructured times</p> <p>Cleaning teams- all day</p> <p>Ongoing</p>
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		<p>We will be:</p> <ul style="list-style-type: none"> ○ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ○ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ○ keeping physical impervious barrier (eg Perspex in reception areas) to reduce contact ○ increasing the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ○ encouraging one-way systems in corridors to manage the flow of people moving around workplaces and to allow social distancing rules to be met where possible-not possible in Sixth Form or Primary areas (exit through external doors in rooms) ○ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation 	<p>Maximum 10 people in the staffroom and meetings in classrooms at any one time; Maximum of one person in smaller staff kitchens at any one time; that member of staff to wipe down surfaces and kettle/ microwave (if used)</p> <p>Pupils to eat sandwiches in tutor rooms; staff in rooms to wipe down surfaces when they vacate room</p> <p>staggered TA breaks for term 1.</p> <p>Staff to use external doors where possible; keep well ventilated areas</p> <p>All staff to remind pupils of 'catch it bin it kill it' strategy</p>	<p>All staff</p> <p>MDSAs</p> <p>Rachel All staff</p>	<p>Throughout term 1 and ongoing</p> <p>Review end of each term</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> ○ lockers are provided for people to keep personal belongings in so that they aren't left in the open ○ we keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ○ we provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to reception, farm, primary, entrance gate ○ we have put signs up to remind people to wash and sanitise hands and not touch their faces ○ we have put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it ○ we have wedged doors open to reduce contacts ○ we ask staff to clean surfaces in their rooms regularly ○ we have cleaning supplies in every room ○ risk assessments are in place for outdoor equipment; farm areas 	<p>Cleaners to ensure supplies available Increased cleaning of these areas: all communal areas for staff in all phases- site manager to set up rota</p> <p>If pupils come to school wearing face masks, the child must be taught/ shown by their tutor how to remove them. Disposable masks must be put in the PPE bins. They must wash their hands immediately for 20 seconds before and after removal. If non-disposable, they must carefully remove and put in their bag. Parents must ensure facemasks are washed each day.</p>	<p>Cleaning staff Simon/ Steve</p> <p>See above for updated details on removal of facemasks</p>	<p>Throughout term 1 and ongoing</p>
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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff Pupils Visitors Contractors Drivers coming to your business Drivers going out for your business</p>	<p>We use the PHE guidance on cleaning and hygiene during the coronavirus outbreak we have identified surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</p> <p>we have trained relevant people how to put on and remove personal protective equipment (PPE)</p> <ul style="list-style-type: none"> - we have reduced the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces. We have organised larger bubbles which include same staff; pupils are remaining with their tutor groups all day -staff and pupils will avoid sharing work equipment- particularly cleaning staff - Outdoor equipment will be cleaned more frequently, also applies if indoor or outdoor equipment is used by wraparound care providers -Resources shared within bubbles, for example sports, art and science equipment. Cleaned frequently and meticulously and always cleaned between bubbles that use them, or rotated to be left unused and out of reach for 48 hours (72 for plastics) 	<ul style="list-style-type: none"> - Simon and Steve to check throughout the day that staff are following guidelines, and areas being cleaned regularly Extra cleaning throughout the day will require additional daytime staff Staff must use PPE for any procedure where they may be exposed to splash from body fluids; personal/ intimate care; feeding tube care. - PPE training for any new staff that may need it - Simon/ Steve to provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ○ the products they need to use ○ precautions they need to follow ○ the areas they need to clean 	<p>Simon/ Steve</p> <p>Simon/ Steve</p> <p>Emily R- primary</p> <p>Simon/ Steve</p> <p>Rachel/ Emily S</p> <p>All staff</p> <p>-staff to ensure they inform Simon/ Steve if supplies getting low</p>	<p>Term 1 and ongoing</p> <p>Term 1 and ongoing</p> <p>In first few days of term 1 – completed and under ongoing review</p>
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		<ul style="list-style-type: none"> - Communal vehicles cleaned after each use; minimal usage; separate pupils and staff if using vehicles; wear face masks in vehicles - Surface wipes, detergents and water, anti-bacterial sprays, dry towels, alcohol gel are available in nearly all rooms across the school. They should be used frequently throughout the day. - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - PPE bins are across the school site and clearly labelled. Staff should put used PPE in these, and used tissues. - Personal belongings should not be left in classrooms, they should remain in the main staff room for each phase of the school. - Staff to follow guidance issued if they have symptoms at school. Staff must not come to work if they develop symptoms at home- they must get tested ASAP.- see below 	<p>Steve has set up rota.</p> <p>We have employed a cleaner for the day time to clean communal areas.</p> <p>Staff must keep surfaces clean, particularly at the end of the day, to allow for cleaning.</p>	<p>Staff using vehicles Steve to ensure cleaning equipment to hand for each vehicle Steve/ Simon</p> <p>Steve to obtain proposed/actual vehicle usage to ensure cleaning between trips</p> <p>All staff</p>	<p>Throughout term 1 and ongoing</p>
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<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>All staff</p>	<p>Follow our guidance on stress and mental health sent out via emails throughout term 5 and 6</p> <p>Leadership team will keep in touch with staff working from home; return to work meetings led by Simon;</p> <ul style="list-style-type: none"> - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Workers involved in completing risk assessments so they can help identify potential problems and identify solutions where possible, ensuring the effective running of the school is maintained - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<ul style="list-style-type: none"> - Consider an occupational health referral if personal stress and anxiety issues are identified - Use of carefirst - Talk to Simon about health and safety concerns <p>School has minimised need for staff cover by employing a cover supervisor for year. School has given extra PPA time for secondary staff during recovery curriculum.</p>	<p>Simon</p> <p>Headteacher to keep staff informed of latest PHE/ DfE guidance</p> <p>This RA has been checked by union reps.</p>	<p>Ongoing</p>
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<p>Contracting or spreading the virus by not social distancing</p>	<p>Pupils Staff Contractors Delivery drivers to/from your workplace Visitors</p>	<p>Encourage social distancing where possible. From September social distancing will not be viable in most lessons. Staff will need to promote good hygiene; ensure they clean surfaces between lessons; keep doors open; spread out pupils where possible; use outdoor space as often as possible</p> <p>We will also:</p> <ul style="list-style-type: none"> ○ using marker tape on the floor where more children congregate ○ one-way systems in secondary- into rooms from inside, and leave rooms by external doors ○ holding meetings virtually where possible ○ staggering start/end times where possible ○ having allocated time slots for visitors ○ rearrange work areas and tasks to allow people to meet social distancing rules for meetings ○ enhanced cleaning regimes ; increase in hand washing <p>DfE/ PHE advice - (members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves)</p>	<p>- Provide information, instruction and training to people to understand what they need to do</p> <p>Pupils should enter via the new hall and be directed to wash their hands, for 20 seconds thoroughly, and dry them.</p> <p>Any child showing the symptoms of Covid must be isolated. Put them on a plastic chair in the ILS. A member of staff wearing PPE to stay with them; keep room well ventilated; parents to pick them up. Advise parents to get them tested and inform the school. Remain off school for 10 days- reduced to 7 if they LFD test negative on day 6 and 7.</p> <p>In primary- it may not be possible to isolate them, move to an area within is at least 2 metres away from other people. This room will be cleaned thoroughly after they have left to reduce onward transmission of the infection</p>	<p>Simon/ Steve</p> <p>All staff to promote and encourage distancing protocols and hygiene</p> <p>School will keep records of staff and pupil absence due to covid; school is able to track any contacts throughout the school day.</p>	<p>Term 1</p> <p>Term 1 and ongoing</p>
<p>What are the hazards?</p>	<p>Who might be harmed and how?</p>	<p>Controls in place</p>	<p>Additional actions</p>	<p>Who needs to carry out the action?</p>	<p>When is the action needed by?</p>

Addendum	Effects	Mitigating factors/ offers of alternative education/ controls in place.	Additional	Who by	When
Attendance With effect from 5 th January 2021 schools to remain closed until further notice but the school will remain open for children of key workers and for vulnerable students	All pupils	School is sending communications to parents outlining the new Government advice, teaching staff will be required to attend work on a two-weekly rota system.	.	Headteacher	Commencing 5 th January 2021
Before and after school clubs	All pupils	Above guidance is used for after school clubs.		Headteacher	
School transport	All pupils	SBC have their own risk assessments and procedures for transporting pupils in to school. Those pupils who are brought in by car by their parents- parents drop off and pick up at gate by new hall. They don't need to get out of their car. Pupils collected by parents on foot- parents come into reception to inform school who they need to collect, then wait outside by the side gate.	SBC transport		Ongoing
Catering and FSM	All pupils	The lunchtimes are staggered to reduce numbers in halls. Some groups of pupils are taking lunch in their key stage group rooms to reduce numbers. Staff remain in their groups to supervise. FSM are attending and lunch available.	FSM vouchers for absent pupils eligible.	Rachel	
Behaviour and uniform expectations	All pupils	Remain the same. Adapted curriculum for term 1 until further notice			Ongoing

Volunteers on site Supply staff	Visitors Contractors Supply staff	Risk assessments are available on request and on website. All visitors wear face masks on entry. Supply will be informed of risk assessment and procedures.	Supply lead to ensure supply staff have RA information. Simon and Steve to ensure volunteers/ contractors/ visitors know of procedures in place.	Debbie L Simon/ Steve Receptionist	
Off site visits	All pupils All staff	Individual risk assessments for the site of visit; and individual pupil risk assessments will be used for each event.	Trip leader to ensure all risk assessments are completed and all staff and pupils are aware of risks and mitigations.	Trip leaders.	
Drama, music and dance lessons	All pupils	Minimise group activities, where bubbles may be mixing. Reduce need to raise voices which increases risk of aerosol spread. Follow guidelines if using wind /brass instruments. Instruments must be disinfected regularly (between lessons). Peripatetic teachers are allowed on site but must social distance. Wash hands on entry/ at start of lesson for music. Dance and drama, be mindful of distancing pupils for scenes/ activities. Staff should try to distance.	We will not be running mixed groupings in term 1. Singing should be front facing, not facing each other. No choir in term 1. Cleaning of instruments between individual use. Singing or using wind instruments should take place outside or in a large well ventilated room. No sharing of microphones.	Drama teacher Music teacher Dance lead Music teacher	
Staff/Student testing	All pupils All staff	Staff and student testing area set up (out of bounds apart from for testing purposes) See separate risk assessment	Not compulsory, students where consent given. Staff are testing at home and/or in school at least twice weekly.	Headteacher	Ongoing
Visitor testing	Visitors External professionals	Parents may attend annual reviews- wearing facemasks and must LFD test prior to visit. Therapists and supply staff wearing facemasks and follow hygiene guidance. Other visitors must have evidence of negative LFD prior to entry. We have spare test kits and an area they can test in school if needed.		Reception Rachel/ Emily S	Term 3 2022

Contingency planning for outbreaks

Swindon Covid 19 outbreak management plan - <https://www.swindon.gov.uk/lomp>

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.

In developing these contingency plans, Government expect schools to:

- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- Give access to high quality remote education resources
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
School goes into partial lockdown (bubbles) (provision for key staff and vulnerable children)	This risk assessment will continue to be applied.	HT and Simon to implement
School goes into full lockdown (provision for key staff and vulnerable children)	This risk assessment will continue to be applied.	HT and Simon to implement
<p>Remote education support</p> <p>Schools are expected to have the capacity to offer immediate remote education.</p> <p>When teaching pupils remotely, government expects schools to:</p> <ul style="list-style-type: none"> Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos 	<p>Staff have the remote learning protocol. This will be used to guide staff teaching and learning expectations. This will go to all parents in event of their children not attending school.</p> <p>The remote learning procedures for staff will come into effect on the second day of absence for pupils.</p>	

<p>Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</p> <p>Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</p> <p>Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</p>	<p>The curriculum offer has been passed to parents and is available on our website.</p>	
<p>Reviewer comments from 2021 SBC check;</p> <ul style="list-style-type: none"> • Clear focus on hand washing, social distancing and plans for enhanced cleaning routines as well as best and safe use of space, ventilation etc. • Cleaning of equipment and organisation of 'bubbles' is highlighted. • Strategies for safe movement in school noted. • Risk assessment for farm areas noted. • Strategies in place to support any suspected or confirmed cases – suspected cases should be reported to the LA to note. • Strategy to support any identified staff who are vulnerable in place. • Support to vulnerable and anxious children and families is noted as is attendance requirement. • Noted any outbreak will be reported – advice in this assessment. • Remote education strategy in place. • Partial or total lockdown strategy planned for. <p>I hope that these comments are helpful – thank you for completion of the risk assessment.</p>		
<p>Reviewed by;</p>		

