



DfE Reference	909/5401	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	22/5/20	Assessor Name	Headteacher Paul Buckland
Assessment Team Members	Dr Elaine Mawson Mr Rob Dawson Mrs Rebecca Chapman Mr Allen Martin Mrs J Scott	Planned Review Date	Enter Date (reviewed to reflect any changes in National Guidance)
Location	Queen Elizabeth Grammar School	Number Of People Exposed	Maximum of 65 at any one time
Overall Residual Risk Level following implementation of effective control measures	Enter Your Overall Residual Risk Rating e.g. 6 – Medium risk Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
Assessment Last Updated	Enter Date	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
Hazards in relation to staffing and daily operation Lack of supervision/ management of groups to comply with current guidance	<input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place	10 Medium Risk L5XS2	All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace	<ul style="list-style-type: none"> Staff instructed to attend only is not displaying any symptoms. Shielding staff or those living with clinically vulnerable do not attend. Staffing voluntary. 	8 – Medium Risk L4x S2



<p>Unable to maintain staffing levels due to infection or isolation</p> <p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher <input type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff <input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. <input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate) <input type="checkbox"/> Pupil/staff cohorts remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - OR <input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups. <input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs <input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures 		<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors</p>	<ul style="list-style-type: none"> • Staffing plan in place for week one with Year 12 and similar model for Yr10 in weeks 2-5. Yr12 model attached at end of RA as exemplar. • No staff or students on site unless involved directly in delivery/receipt of sessions on that day. • No parents on site at all. • Students arrive for a 9.30am start • Staff supervise arrival and departure from allocated spaces. No movement during the session apart from access to toilet. • Students remain in group all session with same staff. • Rooms chosen to facilitate social distancing at exam desks. • Registers taken in groups and absences/additions 	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Normal absence and wellbeing reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. 			<p>reported by telephone to reception.</p> <ul style="list-style-type: none"> • All information distributed to all staff and parents of Yr10 & 12 by PEB before 15/6/20. • Pupils with EHCP monitored by RC/JB prior to 15/6/20 and on relevant dates if in school. • JS/MW/NH to liaise with Orian to ensure relevant areas of indoor and outdoor space are cleaned regularly before and during occupancy. • Areas not required/in use are taped off and clear signage in place to direct staff, parents and students before 15/6/20 MW/NH/JS 	
<p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel 	<p>10 – Medium Risk L5 x S2</p>	<p>Pupil allergies identified where applicable</p> <p>Ongoing and regular reminders – promotion of developing national</p>	<ul style="list-style-type: none"> • Hand washing/sanitising facilities available at entrances to buildings and students 	<p>8 - Medium Risk L4 x S2</p>



<p>Inadequate cleaning and hygiene processes</p>	<p>(60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels <input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Suitable signage and visual instructions displayed as required <input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan 		<p>guidance in relation to COVID-19</p>	<p>encouraged to use on arrival. Staff also have access and within each teaching room.</p> <ul style="list-style-type: none"> • Each room has access to a specific toilet facility during session and facilities in rooms and at exits from site on departure • Wipes in each room for cleaning as required. • All sessions run from 9.30am to 11.00am • Posters displayed around open parts of site regarding handwashing and social distancing. • JS/MW/NH to mark relevant corridors with 2 metre spacing. Rooms in use set up with exam desks to ensure appropriate spacing. • First Aid staff have access to PPE • No food to be brought on site. Water only. 	
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				<ul style="list-style-type: none"> • Students should not share equipment • Uniform is not required to facilitate wearing of clean clothes each day. • Staff also casual clothes • No ties/lanyards 	
<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents <input type="checkbox"/> Protocols in place for drop off and pick up <input type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> A Transport risk assessment is available for SEND children <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice 	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering</p>	<ul style="list-style-type: none"> • RD to liaise with UCC, LA and bus companies. Information distributed to relevant families before 15/6/20. • SLT will supervise drop off and pick up of buses and arrival departure from site. • Parents given clear instructions to drop off away from site. PEB • No offsite activities 	<p>8 - Medium Risk</p> <p>L4x S2</p>
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress Risk Assessment in place <input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance <input type="checkbox"/> Staff will be referred to occupational health as early as possible <input type="checkbox"/> Good communication measure in place and maintained with staff 		<p>The Local Authority have produced the following guidance Coronavirus – getting back to school Supporting emotional wellbeing and learning</p>	<ul style="list-style-type: none"> • Staff will be attending on avoluntary basis and an assessment of stress risk undertaken by SLT based on numbers 	



	<ul style="list-style-type: none"> <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. <input type="checkbox"/> Pupils - 			<p>of pupils and staff on a daily basis. PEB to monitor and assess individual cases if necessary.</p> <ul style="list-style-type: none"> • Instructions to staff to include their responsibilities regarding reporting. 	
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions Pregnancy, Asthma etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times <input type="checkbox"/> Staff who have shielding letters must not attend school 		<p>If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p>	<ul style="list-style-type: none"> • Staff attendance voluntary and those with any issues have been instructed not to attend. 	<p>L2 S2 4 Low Risk</p>
<p>Hazards in relation to managing incidents and emergencies First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) <input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on premises at all times when children are present <input type="checkbox"/> School Emergency Plan/ crisis management plans in place <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. 		<p>Any first aid certificate that expired on or after the 16th March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16th June</p>	<ul style="list-style-type: none"> • A first aid trained member of staff will be on site at all times. • PEB to monitor incidents. • First aid kits in reception with first aid trained staff and orange boxes. 	<p>L3 S2 6 Medium Risk</p>
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No catering or breaks/lunchtimes provided – so we can remove the statement below? 			<ul style="list-style-type: none"> • Timings remove breaks and all catering. 	<p>L2 S2 4 Low Risk</p>



	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. 			<ul style="list-style-type: none"> • Handwashing advised before and after sessions and available during in rooms • Toilets identified for each room. • Staff and students should not socialise outside of session spaces and should move directly to and from the classrooms 	
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit/well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance <input type="checkbox"/> PPE to be fit for purpose/ approved specification <input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings 		<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p>	<ul style="list-style-type: none"> • Instructions to staff, parents and pupils make it clear that anyone with symptoms must not attend. • PPE not required apart from First Aid, unless specifically requested, in line with government advice. 	<p>L2 S 2 4 Low Risk</p>
<p>Assessment Conclusion</p>	<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>				

Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).



[Implementing protective measures in education and childcare settings](#)
[Conducting a SEND risk assessment during the Coronavirus outbreak](#)
[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)

Year 12 by Option Blocks

15/6/20	Block A	Room	Toilet
Chemistry	11	6 th Form Common Room	Sixth Form toilets
Drama	10	Gym	Gym
Geography	12	Hall	Main School
Maths	8	Coline Birnie	Colin Birnie
Music	0		
Politics	7	Dining Room	Sports Hall
Total	48		



16/6/20	Block B	Room	Toilet
Art	6	Art Room	Main School
Biology	9	Colin Birnie	Colin Birnie
Mod. History	15	Hall	Main School
Med. History	7	Dining Room	Sports Hall
Maths	2	E1	Sports Hall
Physics	14	Gym	Gym
PE	4	6th Form	6 th Form
Total	57		

17/6/20	Block C	Room	Toilet
Biology	8	Dining Room	Sports Hall
French	3	Gym	Gym
Geology	9	6 th Form	6 th Form
Maths	11	Colin Birnie	Colin Birnie



Philosophy	10	Hall	Main School
Total	41		

18/6/20	Block D		
Biology	7		
Chemistry	9	Hall	Main School
English Language	9	Gym	Gym
English Literature	7	Dining Room	Sports Hall
Economics	9	6 th Form	6 th Form
Enviromental Science	3	Colin Birnie	Colin Birnie
Further Maths	2	E1	Sports Hall
German	2	Room 3	Main school
Total	48		



		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk