

Risk Assessment Overview

Details

School: Watford Grammar School for Girls	Department: Whole School
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Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19 Compliance measures with “Implementing protective measures in Education and Childcare settings”. Period of time: 1st September until Government Guidance changes Draft version: 27.8.20
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Who is at Risk?

People at Direct Risk: Staff, Pupils, Contractors and Visitors	Other People Who Could be Affected: Parents
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Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input checked="" type="checkbox"/> Low risk¹

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

¹ Within Government accepted guideline.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	School's sickness policy in the H&S Arrangements is updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing.	X			Public Health England and DfE advice needs to be added as an appendix to current medical policy	✓
		School's sickness policy in the H&S Arrangements is updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days.	X			Public Health England and DfE advice needs to be added as an appendix to current medical policy	✓
		Update the school's contractor management policy to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	X			Current policy to reference current government guidance for educational settings. All contractors asked to submit a Risk Assessment Management Statement (RAMS)	✓
		Communicate the updated school's sickness policy to Parents and Staff.	X			This needs to be included in parent mail and via staff meeting or email	✓
		Communicate the updated contractor management policy with existing and new contractors as required.	X			Published as required	✓
		Develop new Visitor and Contractor arrangements for the school. Only essential visitors are allowed to attend the site and meet school staff by prior appointment or with good reason (e.g. delivery drivers). Otherwise, they will be asked to leave the site.	X			Reception/Site team to be briefed on new security management. Write a new 'visitor' protocol to manage access to the site. Add to school website	✓
		All visitors and contractors who need to access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	X			Questions to be added to Inventory system.	✓
Contact with Individuals who are unwell with COVID 19 – General (Continued)	Direct transmission of the virus to well individuals	Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	X			Contractors informed. Notices in Reception and on website.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school site shall be placed in isolation away from staff or their cohort group as soon as is practicable.	X			Staff, parent and pupil guidance will state this. Notices on website.	✓
		For students, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	X			Child Protection Policy updated and publicised to staff	✓
		Where a student becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained, then the attending member of staff will be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing e.g. from vomit.	X			Appropriate PPE has been purchased and made available to medical team	✓
		Parents should be contacted, and the pupil collected as soon as practicable.	X			Staff, parent and pupil guidance will state this. Notices on website.	✓
		If a room is required for the isolated person then they shall use a separate room to other people if possible.	X			Room 4 will be set aside for this purpose and it will be cleaned and disinfected thoroughly after use. Triaging system to be operated.	✓
		Staff with symptoms of the virus should book a test, confirming the results to the school.	X			Staff guidance will state this. Require staff to answer weekly health check.	✓
		The school will encourage the parents to have their daughter tested if they have displayed symptoms of coronavirus.	X			Parent and pupil guidance will state this. Notices on website.	✓
Contact with unwell individuals – who develop unconfirmed symptoms on site but	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the student's class or teaching group should be sent home and advised to self-isolate for 14 days. Admin staff to contact parents of students promptly. Liaison with Public Health England is to be expected. Schools will receive small number of home testing kits	X			Medical Policy to be updated to follow government guidance. Medical staff to identify families that can be issued with home testing kit.	✓

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later confirmed by NHS testing.		In the event of a positive test the school should ensure that the classroom and resources that the student used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as is practicable. Cleaning should be conducted in accordance with 'COVID 19: cleaning in a non-healthcare setting'.	X			WGGG will follow government guidance	✓
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	X			Appropriate training delivered. 2 day time cleaners will be employed	✓
		Schools must understand the NHS Test and Trace process	X			Head and Medical team to ensure they understand the process	✓
		Schools are recommended to keep a record of pupils and staff in each group and any close contact between children and staff in different groups.	X			Timetable able to identify regular contacts made. Staff guided to minimise contact beyond their timetable.	✓
		Schools should have contingency plan in the event of localised closure of schools.		X		Write a separate contingency plan	
	Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	X			Yes, Signs been placed around the school site. Site team will install clip frames to hold signs in a permeant way. Regular assemblies
Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.			X			Yes, guidance has been provided to girls and staff before lockdown. Staff / girls will be reminded on return to school	✓
Appropriate signage to be placed on display in all rooms, offices, corridors etc.			X			COVID19 guidance posters to be displayed in every classroom	✓
A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.			X			Pupils and staff to provide own supply of tissues, to supplement school supplies new lidded bins in each classroom	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	X			Yes, guidance has been provided	✓
Direct contact with airborne droplets from carriers. (Continued)	Direct infection of a well individual with virus particles	The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If concerns exist, however, with individual members of staff, then the school will make available facemasks and/or face visors.	X			PPE to be provided to medical team and site staff as appropriate. Staff will be permitted to use PPE. Visors will be provided for all staff, but they must provide their own masks. Masks which show the mouth will be recommended. Pupils may choose to wear PPE but with specific guidance.	✓
Direct contact with virus particles from hand contact surfaces - Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	X			Staff briefing. Periodic emails. Notices in staff recreational and work areas – staff rooms and offices.	✓
		Staff are expected to supervise students in a manner appropriate to their age group, to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested it is at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time (when this is applicable) Any other time deemed necessary by the supervising staff.	X			Follow government guidance Issue more detailed guidance to staff as to how this might be achieved – place a laminated sheet on white board in every classroom and on desk tops. Staff, parent and pupil guidance will state this	✓
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	X			Staff briefing. Regular email reminders Provide laminated posters in classrooms, corridors, bathrooms and school/building entrances.	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	X			Each Year group assigned toilets appropriate to their Zone and size.. Sanitiser stations placed throughout school.	✓
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	X			Pupils and staff to supply own hand sanitizer gel to supplement school supply	✓
		Ensure that the school buildings are provided with appropriate posters and signage to remind everyone to wash their hands	X			Signage in place	✓
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify the staff that remain classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	X			Staff survey in August Staff have been working from home and know how to do so. Risk assessments to be written once information is forthcoming	✓
		Staff in secondary schools should maintain distance from their pupils, ideally 2m from each other and pupils.	X			Perspex panels in all classrooms. Work to be handed in remotely as far as possible.	✓
		Staff rooms and offices will be reviewed and appropriate configurations of furniture and workstations put in place to allow for social distancing, or limiting the numbers of staff that can be present in the area.	X			SLT and site team to review. Explicit advice re working in school to be issued. Staff encouraged to bring own laptops.	✓
		Staff should not share resources, materials or equipment within the staff room. All staff should therefore bring in their own mugs, tea, coffee etc.	X			Explicit advice re working in school to be issued. Teachers/staff who use multiple PCs issued with their own supply of cleaning wipes. Relocate computers in classrooms used by staff. Staff encouraged to bring in mugs and own laptops.	✓
		Schools may need to alter the way they deploy their staff, and use existing staff more flexibly to welcome back all pupils.		X		SLT to review role of all support staff and consider redeployment for under used roles.	

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Social Contact on site – Staff (Continued)	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	X			All meeting will take place via Teams	✓
Social Contact on site – Students	Direct transmission of virus from carriers to well individuals	Consistent groups reduce the risk of transmissions by limiting the number of pupils and staff in contact with each other.	X			Develop timetable that keeps year groups in zones.	✓
		Pupils should maintain distance and not touch staff or peers as much as possible.	X			All classrooms to arranged in rows. Clear behaviour protocols and regular reminders.	✓
Social Contact off site- Students	Direct transmission of virus from carriers to well individuals	Government guidance advises against overnight or overseas visits. Domestic, day trips may take place with Social distancing .	X			All types of trips will not take place until at least the Summer term, with the exception of legacy trips.	✓
Social Contact on site – Classrooms	Direct transmission of virus from carriers to well individuals	Some pupils with SEND will need specific help an preparation for the changes to routine	X			Targeted support and preparation for SEND pupils	✓
		Minimise sharing of classroom resources (text books) between pupil hubs	X			Departments to have resources dedicated to each year group.	✓
		Allow practical lessons to go ahead only if the equipment can be cleaned thoroughly and the classroom properly cleaned between different groups.	X			HODs have been briefed that no practical lessons to take place.	✓
		Minimise sharing of classroom resources (text books) between pupil hubs	X			Plan for the use of the library	✓
Social Contact on site – Break and lunchtimes	Direct transmission of virus from carriers to well individuals	Stagger break times and the use of outdoor / classroom spaces so that different groups are not using the areas at the same time.	X			A timetable of sessions staggers all break and lunchtimes.	✓
		Different groups can be allocated to specific areas. 2m exclusion zones will be in place between areas to allow social distancing. This will need to be supervised by staff.	X			Pupils will have breaks in their teaching room.	✓
	Direct transmission of virus from carriers to well individuals	Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	X			MSA's to supervise the break areas during lunchtimes. Increase number of duties. Teaching staff assigned duty for whole year.	✓

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Social Contact on Site – General	Direct transmission of virus from carriers to well individuals	In the event of a Fire Drill, all staff, students and visitors should proceed to the usual fire muster points, and social distancing should be maintained as practicably as possible. This will be reviewed as more year groups return.	X			Update fire Drill with instructions on social distancing. Brief staff	✓
		Where possible the school will implement a one-way system in and out of its buildings to reduce the mixing of staff and students. This plan will be displayed in the reception and other areas.	X			Develop a timetable that reduces movement and limits use of corridors.	✓
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	X			Develop a timetable that reduces movement and limits use of corridors.	✓
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to reinforce the “walk on the left” protocol.	X			Signage will emphasise this.	✓
Social Contact on Site – Drop Off	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for the year groups are staggered to reduce the number of people trying to access the school at one time.	X			School day changed to allow staggered starts and end. Liaise with rail companies to establish timetables.	✓
		Parents should be informed that pupils should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	X			Parent guide to state this	✓
		Parents should be asked to consider how their daughters arrive at the school, and reduce any unnecessary travel on coaches, buses or public transport where possible.	X			Parent Guide will state that dropping off students directly outside the school in Lady's Close should be avoided.	✓
	Direct transmission of virus from carriers to well individuals	The school site will be assessed to identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents to drop off their daughters in a controlled manner.	X			Parents' guide to state that parents should stay in the car when collecting / dropping off pupils.	✓
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Staggered start and finish times of classes will be introduced to manage the collection process as much as reasonably practicable.	X			School day changed to allow staggered starts and end.	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	The school will review and assess both the drop off and collection protocols on a daily basis. Appropriate action will be taken to make any necessary changes and these will be communicated to all stakeholders.	X			School day changed to allow staggered starts and end.	✓
		Delivery staff should not be approached, but they should be allowed to leave packages in the area by reception. Hands should be washed after handling all deliveries.	X			Site team using agreed protocol	✓
Social Contact - Food provision / food areas	Direct transmission of virus from carriers to well individuals	Full food provision, including for those entitled to FSM	X			Innovate provide app for Y7 and 8 to pre order. Food delivered to North Site	✓
Social Contact - School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies will not take place until further notice. The school will consider developing the use of online technology to include holding an assembly whilst the students are in their classrooms.	X			Assemblies will be delivered through recorded PowerPoints. One from SLT on rotating basis, one from HOY, and interest groups.	✓
Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure that they can meet the needs of social distancing and reduce the risk of disease transmission. Staff should consider limiting practical work and group activities.	X			Staff guidance will state this. HOD/HOY have been briefed on this	✓
		Sharing of resources such as stationary and other equipment should be avoided, and students should be provided with individual resources where appropriate. Try to avoid working with paper.	X			Staff, parent and pupil guidance states this.	✓
		Consideration should be given to marking work (done electronically?), photocopying etc.	X			Staff, parent and pupil guidance states that work will be marked electronically	✓
		Shared resources such as computers, PE, science and other practical equipment should be cleaned and disinfected after each use.	X			Cleaning materials to be located in each classroom and staff workroom to clean keyboard and desks prior to each use.	✓
		There may be additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting,	X			Music and Drama departments will adjust their provision	✓

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Social Contact - Parents	Direct transmission of virus from carriers to well individuals	Parental contact with staff should be minimised or take place remotely.	X			Visitor protocol to minimise parents on site. Need to find alternative programme for Parents consultation Evenings.	✓
Contact with virus particles on surfaces - Effective cleaning	Indirect transmission of virus from carriers to well individuals	The school has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	X			Done	✓
		The school will discuss with its cleaners the requirements for a new cleaning regime at the school based on the guidance.	X			Hold regular meeting with Cleaning team.	✓
		All school premises staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	X			Regular meetings for updates planned.	✓
Contact with virus particles on surfaces - Effective cleaning (Continued)	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> Each room in use will have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. Each room in use will have its high use hard surfaces cleaned frequently. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. Hand contact surfaces in the circulation space of the buildings will be cleaned on a frequent basis. 	X			Employ 2 full time cleaners during the school day Timetable will have to keep pupils in hubs. Any shared areas i.e. staff catered areas, reception, PE areas etc will be cleaned frequently.	✓
		The school will identify high-risk areas of the school buildings that may require a higher frequencies of cleaning.	X			Toilets, Medical room, Classrooms used for poorly pupils, entrance and exit doors	✓
		The school will identify the staff responsible to conduct the cleaning in certain situations.	X			Done	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	X			List provided, and this will need to be updated as new guidance is published.	✓
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	X			Done	✓
Contact with virus particles on surfaces - Effective cleaning (Continued)	Indirect transmission of virus from carriers to well individuals	Ensure that up to date MSDS/COSHH sheets are present for the chemicals in use at the school by the site team.	X			Up to date	✓
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	X			Up to date	✓
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	X			Aprons and gloves are in school and supplies topped up when necessary.	✓
		Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England Health Protection team on this matter if required.	X			Site Manager to update Caretaking and Cleaning RA after Half Term	✓
		All hard surface deep cleaning should be conducted using disposable cloths, mop heads, paper towels and/or machines using a hard surface cleaner with disinfectant.	X			We use washable cloths and will explore costs of using disposable materials.	✓
		Ensure the school has adequate supplies of the above equipment and chemicals.	X			Done	✓
		Any used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	X			Washable cloths will be sanitised each day.	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		The school will assess if there is sufficient waste storage space to securely store any increase in the waste generated.	X			Waste will be removed each night	✓
Contact with virus particles on surfaces - Toilet facilities / handwashing	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a regular basis as detailed above.	X			As planned, once in the morning, again in the afternoon.	✓
Contact with virus particles on surfaces - Toilet facilities / handwashing (Continued)	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time to prevent overcrowding.	X			Timetable staggers break times.	✓
		Provisions are in place to monitor students using the toilet facilities to ensure social distancing.	X			MSA's will monitor during lunchtime	✓
		Students are regularly reminded on how to wash hands.	X			Yes signs placed	✓
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	X			Yes Twice Daily	✓
Increasing Educational Learning Gap	Pupil absence and disengagement may limit life chances	School attendance will be mandatory from the beginning of the Autumn Term	X			Update and enforce attendance policy. Reassurances and provision for pupils who struggle to return.	✓
		Individual pupils may be absent if they have tested positive for COVID 19 or are shielding / self-isolating.	X			Remote learning provision will be made through Teams	✓
		Pupils maybe experiencing a variety of emotions in response to COVID 19 and school closure	X			Provide support for recovery period	✓

Whilst aiming to be comprehensive, this risk assessment may not be exhaustive and there may be particular circumstances which necessitates the consideration of factors not covered here.

The risk assessment has been written using the following guidance:

Coronavirus (COVID -19): implementing protective measures in education and childcare settings <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Fiona Shore (Chair of Governors)		27.8.20

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Jane Willis (Governor)		27.8.20

The risk assessment will be reviewed by the SLT every Monday. Staff will be able to give feedback and suggestions of adjustments via open Microsoft Forms survey.

A review of this risk assessment is to be undertaken any changes occur that affect the facts given above, including Government updates

Date of review:	Reviewed by (Name):	Comments: