

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 “Contingency Framework: education and childcare settings. August 2021”.

Period of time: 1st September until Government Guidance changes

Draft version: [1.9.21](#)

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.

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?

Risk Assessment for Daily School Life

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 who are displaying symptoms of COVID 19 are excluded from the school site for 10 days after the day of the positive test	X			Public Health England and DfE advice added as an appendix to current medical policy: JS	✓
		School's sickness policy in the H&S Arrangements is updated to ensure that staff and pupils who have someone in their household displaying the symptoms of COVID 19 receive the correct guidance	X			Public Health England and DfE advice added as an appendix to current medical policy: JS	✓
		If a child / staff member is admitted to hospital with COVID-19, the school should seek public health advice	x			Parents and staff advised to contact school if this is the case. Update guidance: ST	✓
		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			Update COVID guidance for staff, parents and students: ST	✓	
	Direct transmission of the virus to well individuals.	Communicate the updated contractor management policy with existing and new contractors as required.	X			Published as required	✓
Visitor and Contractor arrangements for the school. Visitors may come on site by prior arrangement and if a Teams meeting is not deemed sufficient. Ad hoc visitors may enter reception but a Teams meeting offered instead.		X			A 'visitor' protocol to be updated: ST	✓	
All visitors and contractors who need to access the school beyond reception will be asked to confirm they do not have COVID 9 symptoms.		X			A 'visitor' protocol to be updated: ST	✓	
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 who 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 states this. Published as required	✓
		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			MB2 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 self-isolate, carry out a LFR and book a PCR test, confirming the results to the school.	X			Staff guidance will state this. Require staff to answer monthly health check.	✓
		The school will encourage the parents to have their daughter arrange for a PCR test if they have displayed symptoms of coronavirus. Positive tests from a Home Test LFT must be confirmed by a PCR test.	X			Parent and pupil guidance will state this. Notices on website.	✓
		The school will carry out a mass testing programme, following Government guidance, for all pupils from the 2 nd September. All staff and pupils will be supplied with Government issued Home Test Kits and required to carry out home tests twice a week. All are required to report results to both the school and PHE via websites.	X			A separate <u>risk assessment</u> has been completed and is available on the school website. Systematic distribution and reporting in place. Links to reporting on WGGGS website	✓

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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?
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the parents / staff must contact Track and Trace who will contact close contacts. Students under 18 years and 6 months who are close contacts do not need to self-isolate. Staff over the age of 18, or students who are 18 year and 6 months who are identified as close contacts do not need to self-isolate if they are double vaccinated.	X			Medical Policy to be updated to follow government guidance- ST Office staff to register distribution of home testing kit.	✓
		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			WGGGS 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 are employed	✓
		Schools must understand the NHS Test and Trace process	X			Head and SLT 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.	✓
Direct infection of a well individual with virus particles	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 placed around the school site. 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 provided to girls and staff. Staff / girls will be reminded on return to school	✓

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?
Direct contact with airborne droplets from carriers.		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	X			COVID19 guidance posters 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 provide own supply of tissues, to supplement school supplies new lidded bins in each classroom	✓
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	X			Yes, guidance has been provided	✓
		The guidance provided by Public Health England recommends the use of face coverings if 'extra action' is required. 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 provided to medical team and site staff as appropriate.	✓
		Identify poorly ventilated spaces and improve air flow. Balance the need for increased ventilation while maintaining a comfortable temperature.		X		Use Government provided CO2 monitors to identify rooms. Take measures to improve air flow.	
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 encourage pupils to 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 Detailed guidance as to how this might be achieved are in place throughout the school. Staff, parent and pupil guidance states this.	✓

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?
		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.	✓
		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			WGGGS meets the required standard.	✓
		Supplies of hand sanitizer gel should be provided in key area in use to allow all 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	✓
Increasing Educational Learning Gap	Pupil absence and disengagement may limit life chances	School attendance will be mandatory	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	X			Remote learning provision will be made through Teams. Live streaming will be put in place within 24 hours of the absence.	✓
		Pupils maybe experiencing a variety of emotions in response to COVID 19 and school closure	X			Provide support for recovery period	✓
		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.	✓

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?
		<p>The schools cleaning regime shall be as follows:</p> <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. <p>Hand contact surfaces in the circulation space of the buildings will be cleaned on a frequent basis.</p>	X			2 full time cleaners have been employed during the school day Timetable keeps pupils in Zones. 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	✓
		<p>Complete a cleaning schedule specific to each area of the school to detail:</p> <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, <p>Safety precautions to be taken.</p>	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	✓
		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	✓

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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?
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	X			Up to date	✓
		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.	✓
		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.	✓
		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.	✓
		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	✓
		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.	✓
		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	✓

Outbreak Management Plan: Risk Assessment

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?

Number of positive cases requires extra action: Thresholds met i.e. 5 pupils / staff who are likely to have mixed closely, text positive within a 10 day period or more than 10% of group. A mixed closed setting maybe:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	Based on advice from Public Health advisors testing regimes may be increased, from use of daily LFT to implementation of a temporary Asymptomatic test site (ATS)		X		The Head teacher will liaise with PHE.	
		Face coverings may be required dependent on advice on outbreak management. .		X		Guidance will be adapted and published via website.	
		Attendance restrictions will only be considered on a short term and a last resort measure. Based on advised form Public Health advise, attendance may be restricted to break the chain of in school transmission.		X		The Head teacher will liaise with PHE.	
		Limitations on large group meetings may be put in place i.e. alternative formats put in place for events such as Open Evening, transition days or planned live performances.		X		The Headteacher will make decisions regarding alternative provision.	
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify the staff that remain classified as clinically extremely vulnerable due to pre-existing conditions. Shielding arrangements are currently paused and can only be reintroduced by national government.	X			Guidance will be updated.	✓

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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?
		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		Explicit advice re working in school issued. Staff encouraged to bring own laptops.	
		Staff should not share resources, materials or equipment within the staff room.		X		Explicit advice re working in school issued. Teachers/staff who use multiple PCs issued with their own supply of cleaning wipes.	
		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 can take place via Teams	
Social Contact on and off site – Students	Direct transmission of virus from carriers to well individuals Direct transmission of virus from carriers to well individuals	The Head and Deputy Head will review if an educational visit may take place if Extra Action is in place.		X		All educational visits will be required to include a contingency plan in the event of a positive COVID case.	
		Some pupils with SEND will need specific help and preparation for the changes to routine if extra action is required.		X		Targeted support and preparation for SEND pupils	
		Allow practical lessons to go ahead only if the equipment can be cleaned thoroughly and the classroom properly cleaned between different groups.		X		HODs to review if practical lessons can go ahead	
Social Contact on site – Classrooms	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		Review timetable to identify if the movement of the affected group can be limited.	
Social Contact on site – Break and lunchtimes	Direct transmission of virus from carriers to well individuals Direct transmission of virus from carriers to well individuals	Maintain consistent groups by zoning use of outdoor / classroom spaces so that different groups are not using the areas at the same time.		X		Zone use of food areas to consistent groups	
		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. Teaching staff assigned duty for whole year.	

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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?
		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.		X		Update fire Drill with instructions	
Social Contact on Site – General	Direct transmission of virus from carriers to well individuals	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			Signage throughout school to implement the one way systems.	✓
	Direct transmission of virus from carriers to well individuals	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 emphasises this.	✓
Social Contact - School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies will be delivered remotely for the identified group.		X		Assemblies will be delivered through recorded PowerPoints.	
		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 will adapt working practices for identified group.	
	Direct transmission of virus from carriers to well individuals	Consideration should be given to marking work (done electronically), photocopying etc.		X		Staff will adapt working practices for identified group.	
Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	Shared resources such as computers, PE, science and other practical equipment should be cleaned and disinfected after each use.		X		Technicians and teaching staff will implement when appropriate.	✓
Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	There may be additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting,		X		Music and Drama departments adjust their provision for identified group.	
	Direct transmission of virus from carriers to well individuals	Parental contact with staff should be minimised or take place remotely.		X		Visitor protocol minimises parents on site for identified group.	
	Direct 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	✓

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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?
	Direct transmission of virus from carriers to well individuals	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 are held with Cleaning team.	✓
Increasing Educational Learning Gap	Pupil absence and disengagement may limit life chances	Teachers will provide good quality remote provision for the groups who are required to self isolate or if there are temporary closures.		X		Guidance on using Teams to deliver remote learning.	
		Supervised on site provision will be made for vulnerable pupils in the case of temporary measures.		X		Timetable of supervision and accommodation will be put in place.	
		Safeguarding arrangements will remain in place, a DSL will be available on site the event of a temporary closure.		X		Timetable of staff on duty during school closure will include a DSL	
		Attendance of vulnerable pupils on site will be strongly encouraged.		X		Pastoral teams will monitor and follow up on attendance, when relevant.	
		Free school meal support will be provided for eligible pupils who are absent due to COVID or during periods of temporary closure.		X		Vouchers will be sent by the main office to absent pupils	

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:

Schools Covid 19 operational guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing> (updated 17th August 2021)


Sign Off Sheet

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?

Assessor Details:

Assessor(s) name: (Chair of Governors)	Assessor(s) signature:	Date: 6.9.21
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School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name: Adam Newbey (Governor) on behalf of Jane Willis (Governor)	School safety co-ordinator's signature: 	Date: 1.9.21
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The risk assessment will be reviewed by the SLT on a monthly basis or when Government guidance changes or conditions in school require a change.

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:
October 2021 or before if Government guidance is updated.	Sylvia Tai	