

Risk Assessment Overview

Details

School:

Watford Grammar School for Girls

Department:

Whole School

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: [19.4.22](#)

Who is at Risk?

People at Direct Risk:

Staff, Pupils, Contractors and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

High risk

Medium risk

Low risk

What will the level of risk be after the ACTION PLAN is completed?:

High risk

Medium risk

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, specifically a high temperature are excluded from the school site. Staff and students who display the symptoms should stay away from school and only return when they no longer have symptoms, especially a high temperature.	X			Update guidance for parents and staff.	
		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.	✓
		Any visitors to the site will be asked to not to come on site if they are experiencing the symptoms of COVID 19	✗			Display a sign in reception.	
		Communicate the updated school's sickness policy to Parents and Staff.	X			Update guidance for parents and staff	✓
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			Update guidance for parents and staff.	✓
		For students, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff	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, staff may choose to wear PPE if they come into close contact.	X			Appropriate PPE is 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.	✓

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?
		Staff with symptoms of the virus should not attend school. They should stay away from school and they should return when they no longer have symptoms, specifically a high temperature	X			Staff guidance will state this. Staff may claim for cost of LFD if they are absent with COVID 19 symptoms	✓
		If a test has taken place and it is positive then staff should be absent for 5 days and students for 3 days.					
		Positive tests from an LFD test may be confirmed by a PCR test.				Parent and pupil guidance will state this. Notices on website.	
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 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.	✓
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	X			COVID19 guidance posters displayed in every classroom	✓
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	X			Guidance has been provided	✓
		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	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.	✓

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?
	transferred to hands to mucous membranes.	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.	✓
		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.	✓
		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			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 see previous guidance .	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	✓

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Outbreak Management Plan: Risk Assessment

Number of positive cases requires extra action:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

See separate guidance for details.

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: (updated February 2022):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf

Sign Off Sheet

Assessor Details:

Assessor(s) name: Nick Moorhouse (Chair of Governors)	Assessor(s) signature:	Date: 19.4.22
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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: 19.4.22
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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:
if Government guidance is updated.	Sylvia Tai	