

Sir Graham Balfour School COVID-19 Risk Assessment

This Risk Assessment draws heavily from Government guidance taken from the following documents:

- > <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- > <https://www.gov.uk/coronavirus/education-and-childcare>
- > <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Reviewed 4th September 2020

Reviewed 6th October 2020

Reviewed 31st October 2020

Reviewed 12th January 2020

Reviewed 2nd March 2021

Reviewed 21st April 2021

RAG rate meanings:

- > Red: this measure cannot easily or quickly be put in place in our school
- > Amber (yellow): this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is in place

Please note:

1. Unless specified below in the 'Who is responsible' column, the following is common for all hazards:
 - **Headteacher** responsible for informing all stakeholders, securing compliance, contacting PHE.
 - **Headteacher** responsible for timely reminders to all stakeholder to maintain focus on control measures.
 - **Business Manager** responsible for provision of necessary equipment, liaison with Facilities Management Team, and compliance with cleaning requirements and other Health and Safety measures.
 - **Stakeholders** responsible for abiding by the controls in place for their protection. **'Stakeholders' includes all staff, students, governors, trustees visitors to the school including parents/carers and contractors.**
2. The following Risk Assessment is shared with all stakeholders with reminders going out after each review.
3. Lateral Flow Device Testing currently being developed in school will be covered by a separate and dedicated Risk Assessment

HAZARD	WHO MIGHT BE HARMED	CONTROLS	WHO IS RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone is reminded in strongest terms not to come into school if they need to self-isolate under current guidance. Regular reminders are given about this.</p> <p>Students and staff issued with home testing kits with clear instructions for their use. Positive LFD tests must be followed up with PCR tests. Students and staff instructed not to come into school whilst awaiting the results of the PCR test. If negative, staff and students may return to school immediately.</p> <p>Anyone self-isolating with symptoms is instructed to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they are sent home immediately or isolated in the Medical Room or cordoned area in the Dining Room until they can be picked up. 999 is called if they are seriously ill or injured or their life is at risk. guidance</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff wear a fluid-resistant surgical mask • If contact is necessary, supervising staff also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff also wear eye protection <p>Supervising staff wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>			<p>2nd March 2021: the new variants of the Covid-19 virus are more transmissible and more prevalent in the local and wider community. Some may evade the effects of the current vaccines. All control measures must be followed stringently and closely monitored by Headteacher, Business Manager and all stakeholders to ensure their effectiveness.</p>

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		<p>Home testing kits available from school, these are given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps are taken:</p> <ul style="list-style-type: none"> • Use of the school minibus, allowing staff and student to be kept distant from each other • The driver and passenger maintains a distance of 2m from each other; or • The driver uses PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger wears a face mask if they are old enough and able to do so <p>A deep clean takes place in the areas that the symptomatic person has been in, and PPE is disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the Headteacher contacts the local health protection team. The School Covid response team carries out a rapid risk assessment to confirm who's been in close contact with the person, and these people are told to self-isolate.</p> <p>To help with this, records are kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p>			

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		<p>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:</p> <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle <p>If there is an overall rise in sickness absence where coronavirus is suspected, the Headteacher works with the local health protection team to decide if additional action is needed. Any advice given by the team is followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone is encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>If walking to school students and their parents are advised of the importance of maintaining social distance from other students.</p> <p>Anyone who needs to take public transport is referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minibuses), discussions are held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules 		ASAP	Request made to School Transport 9 th July for Risk Assessments and assurances. Still not received as of 2 nd March 2021

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		<ul style="list-style-type: none"> • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school works with providers, pupils and parents/carers as appropriate to arrange that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles where possible. • Children over the age of 11 use face coverings at all times. <p>Parents/carers who need to drop off and pick up pupils are asked to do so via the streets surrounding the school. They should only come on to the school site if the child is incapable of walking from the nearby roads. If parents must come on to school site to drop off a child in a wheelchair, or who has other specific ambulatory needs, then they should:</p> <ul style="list-style-type: none"> • Drop off students between 8.00-8.15 and pick students up after 3.30 to avoid blocking the entry roads and car/coach parks. • Stay in their cars and not approach other children or staff, unless in an emergency 			

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		<ul style="list-style-type: none"> • Not enter the site unless they have a pre-arranged appointment. <p>Whilst awaiting entry to the school building, students wait in their Year group areas, and know that they must not mix with students from outside their year group.</p> <p>Staff are on duty inside and outside the building, reminding students of their responsibility for maintaining social distancing. NB: there is significant onus placed on students to maintain social distancing when not directly supervised.</p> <p>Staff are reminded that car sharing is not permitted with someone from outside their household or support bubble unless their journey is undertaken for an <u>exempt reason</u>. For example, if car sharing is reasonably necessary as part of their work.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Since the 2nd November, all but exempt students and staff are required to wear face coverings in all areas (including classrooms at lesson times) inside the building at all times. Advice on correct wearing and hygiene are reminded to students each week via the Student Bulletin.</p> <p>Single use face coverings are available from Reception for students and staff at all times during the day.</p> <p>Signage is displayed prominently around school, in classrooms, corridors, toilets, dining room etc, reminding all stakeholders about the importance of hand and respiratory hygiene.</p> <p>Hand sanitising facilities are provided at the entrance to the school building and must be used every time someone enters or leaves the building.</p>			As staff increasingly receive their first and second dose of vaccine, they are reminded to maintain all the checks and measures regarding hygiene, social distancing, face coverings etc until further guidance is received.

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		<p>Every teacher/TA is provided with their own supply of hand sanitizer which is used whenever a child re-enters the classroom.</p> <p>Mobile or fixed sanitation stations are prominent throughout the school building including in toilets, corridors and dining hall.</p> <p>Everyone in school is instructed to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils are encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help is available for any pupils who have trouble sanitising their hands independently.</p> <p>There are one or two students with complex personal needs who sometimes need support to manage those needs. The school works closely with the children, parents and staff to put in place measures to keep everyone safe.</p> <p>Supplies for soap, hand sanitiser and tissues are topped up regularly and monitored to make sure they're not close to running out.</p>	<p>SENCo to carry out liaison</p>		

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Spreading infection through contact with coronavirus on surfaces		<p>Bins are emptied throughout the day.</p> <p>Cleaning staff (and as appropriate school staff and students) regularly clean frequently touched surfaces using appropriate cleaning products including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners (including photocopiers) <p>Pupils and parents/carers are asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Bagboxes are not used; students must keep their belongings to a minimum, and stay with them throughout the day.</p> <p>Areas of the school that are used by staff and pupils are cleaned thoroughly at the end of each day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, are either:</p>			Big tubs of cleaning wipes dotted around the building so that staff and students can quickly wipe surfaces/keyboards etc

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		<ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules are followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing is avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, are not shared.</p> <p>Therapy equipment, such as sensory equipment, is cleaned between each use if students do not have their own personal equipment. If this is not possible or practical, it is:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, are cleaned between different groups using them or where appropriate, students are handed a cleansing wipe to clean their table.</p> <p>Our Facilities Management team makes sure that cleaning supplies are topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers clean their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive		Since the 2 nd November, all but exempt students and staff are required to wear face coverings in all areas inside the building			Social distancing is virtually impossible in any secondary school setting.

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		<p>other staff as much as they can (ideally 2 metres apart). This is not always possible, particularly when working with younger children, but close face-to-face contact is avoided, and time spent within 1 metre is minimised.</p> <p>Any pupils with complex needs or who need close contact care have the same support as normal as distancing isn't possible here. Staff are rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff are told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises is kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual. These staff are advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>SENCo to advise</p> <p>Senior Admin Officer, PA to LG</p> <p>SENCo</p>		<p>19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>As of 2nd November 2020, all students and staff are required to wear face coverings or visors in all areas, including classrooms, until further notice. Exemptions exist for students and staff with autism, asthma or other acknowledged anxiety. Students are asked to use more than one face covering per day in order to minimise risk of infection through dirty ones. Face coverings need not be used: when outside, when taking part in PE lessons where respiration levels increase or in the dining hall or wet break areas whilst students are eating.</p> <p>Details of how to buy, care for and dispose of face coverings have been shared with parents and carers, displayed on the school website and discussed with students via form time and</p>			

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		<p>via the Student Bulletin. Single use face coverings are always available from Reception and the Pastoral Office.</p> <p>Regular reminders are shared with parents and carers, staff and students.</p> <p>Pupils are kept in the same classes (KS3) or year groups each day and are kept separate from other groups as much as possible. There may be occasions where this is not possible, and these occasions must be discussed with a member of Leadership Group before taking place.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school ensures that suitable Risk Assessments are in place before sending students out.</p> <p>Pupil groups have staggered times for break and Form Time to avoid too many pupils being in one place at the same time. Students with packed lunches are encouraged to eat outside when the weather permits, or to use their form room when it does not. Students are regularly reminded of the responsibility to keep their classrooms clean, tidy and litter free.</p> <p>Movement around the school site is kept to a minimum.</p> <p>Pupils are supervised as much as we possibly can to ensure mixing between groups doesn't occur, and they are reminded about the rules throughout the day. However, we regularly remind students of the need to be responsible and to abide by the clear rules set out. We cannot guarantee that we will always be there to monitor their every move.</p> <p>All 'shared' rooms, such as sport halls and dining areas, are kept at reduced capacity to allow groups to keep apart when</p>	<p>Deputy Headteacher (PDW) to liaise as appropriate</p>		

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		<p>using them with timings staggered and spaces segregated, to keep year group bubbles separate.</p> <p>Toilet use is managed to avoid crowding. Staff are on duty at break and lunchtime to keep a check on the number of students in or around toilets. Students are always encouraged to use the toilets within their year group 'bubble'. They are told to queue outside toilets and are allowed to go, if necessary, during lesson time. They must always use the hand sanitizer in each classroom when they return from the toilet.</p> <p>Staff use of staff rooms and offices is staggered to limit occupancy. Staff are encouraged to seek out 'free' spaces during the days when they are on break to avoid congregating together.</p> <p>Staff are advised, wherever possible to take their breaks in their own space or outside with others or socially distanced in room within the school.</p> <p>Staff are advised to bring in flasks of hot drinks and to avoid using the usual communal facilities.</p> <p>Staff wash their hands before entering and after leaving the staff room and/or use the hand sanitiser provided.</p> <p>Visitors to the site, such as contractors, have guidance on physical distancing and hygiene explained to them on or before arrival. Visits happen outside of school hours wherever possible. A record is kept of all visitors.</p> <p>Depending on restrictions in place at the time, non-overnight domestic educational visits may take place in the same pupil groups, but only subject to a separate risk assessment that</p>	<p>Business Manager to liaise as appropriate</p> <p>AHT i/c Trips and Visits</p>		

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		<p>considers the coronavirus measures in place at the destination.</p> <p>Students are able to access the Dining Hall for breakfast but must abide by the social distancing rules in place for all. If it is necessary for them to do so, students continue to use the DAC after school to complete homework, but they must abide by social distancing measures at all times.</p>			
Spreading infection due to the school environment		<p>Checks to the premises are done regularly to make sure the school is up to required health and safety standards.</p> <p>Fire, first aid and emergency procedures are reviewed to make sure they can still be followed, and changes made to how the school space is being used.</p> <p>Areas in use are well ventilated by opening windows or using ventilation units. Doors are propped open, where fire safety and safeguarding wouldn't be compromised. In colder weather, this means that students and staff have to wear coats or additional layers to keep warm.</p> <p>The use of lifts is avoided unless essential and should only contain one person when in use (or student and staff member if student must be accompanied).</p> <p>Bins are provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space is used for exercise and breaks, and for education where possible.</p>			
Spreading infection or threat to do so by refusal to		<p>Students and parents have been made fully aware of the requirements for good conduct from September 2020.</p>			

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follow school rules regarding behaviour and attitude		<p>Calm and orderly atmosphere assists in maintaining good conduct. Teachers plan lessons in accordance with this.</p> <p>Staff use the revised B4L strategies to issue rewards, warnings and sanctions.</p> <p>Staff escalate to the ER rota any student not rapidly complying.</p> <p>Any reckless conduct or deliberate coughing/spitting, threats to do so, is immediately referred to LG and the amended behaviour policy is used.</p>			
Spreading infection or threat to do so by refusal or inability to follow school rules on behaviour as a result of a Special Educational Need		<p>The SENDCo and his team work closely in collaboration with SEND students, their parents and teachers to put in place strategies and coping mechanisms to minimise the risk.</p> <p>Reasonable adjustments are put in place as appropriate and proportionate to the risk but unacceptable behaviour is dealt with via the B4L system.</p>	SENCo and AHT		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings are conducted by telephone or using Microsoft Teams. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings are conducted outside, or in a room large enough to allow for social distancing.</p>			

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Individuals vulnerable to serious infection coming into school		<p>Clinically extremely vulnerable staff and students are no longer advised to shield but are advised to continue taking extra precautions to protect themselves: https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>All staff and students are routinely given home Covid testing packs with clear instructions for their use.</p>			