

Covid-19 Secure: Risk Assessment June 2020

Area	Hazard	Who could be harmed?	How do we control this risk?
Students/Staff/Parents/ Carers	<p>Students and/or staff will transmit or become infected with Covid-19</p> <p>Staff and students may transmit the virus from home to school</p>	Students/Staff/Visitors	<ol style="list-style-type: none"> 1. Staff and students who are expected in School should stay at home if they are experiencing signs of illness outlined on the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ . 2. Staff and students should go home if they are in experiencing the signs and symptoms of Covid-19 as given in NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/. 3. Staff in School must follow the government guidelines given on the NHS site (https://www.nhs.uk/conditions/coronavirus-covid-19/) if they are experiencing signs and symptoms of Covid-19 on this site. Staff should inform the School Director immediately and follow the school procedures for sickness absence. 4. Update the School website with Covid-19 guidance to remind people of the latest information and advice. 5. Only one person will be allowed to enter the School at a time. 6. When staff and students come into School, they will be required to wash their hands. They will be asked to do this once an hour, as well as before and after break and lunch time. Students will be reminded how to wash their hands thoroughly using government guidelines. For this purpose, posters will be kept around the school and above hand basins to remind people of the correct hand washing technique. 7. Students and staff are told to cough and sneeze into a tissue or their elbow and away from the direction of other students and staff. Used tissues are to be placed into a bin, and bins will be emptied by cleaners wearing disposable gloves once per day.

All buildings	Infection may be transmitted via the physical school environment	Students/Staff/Family members	<ol style="list-style-type: none"> 1. A cleaning policy will be read and implemented by staff and cleaners. 2. Doors and windows will be propped open for ventilation. If Fire Doors are propped open these must be closed before the building is vacated each evening. 3. The School is to be kept sanitised (cleaned and some areas to be cleaned AND disinfected) by the cleaners and staff, and objects and surfaces that staff and students are touching (such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters) are to be frequently cleaned using detergent and water then disinfectant. Teachers need to clean the teachers' room after they use it. 4. Students are recommended to stay in the courtyard if it is not raining during the break. 5. If not outside, students should be in well ventilated areas seated in spaces with at least one seated space between them. 6. Students should know to use only the designated lavatories. There is a disabled toilet on the ground floor, a toilet on the first floor for women and a toilet on the second floor for men. 7. Students and staff should be reminded to observe social distancing, keeping at least 2 metres apart. 8. Staff and students should wash their hands as soon as they arrive at School and at hourly intervals (or at least immediately before and after eating). 9. The School has assessed a one-way route through the Main School building (5 Tombland) for movement of staff and students.
School Office			<ol style="list-style-type: none"> 1. Any writing or form filling should be completed by the School office staff, so that pens are not shared, or books and paper handled by more than one person. 2. The School office staff will wipe any surfaces touched by anyone other than

			himself/herself (as soon as that person has left the office), with a disinfectant wipe.
Staff			<ol style="list-style-type: none"> 1. The staff kitchen cannot be used. Staff must bring in flasks of hot drinks and water bottles for refreshment. The microwave is therefore also out of use. 2. The kettle, the fridge, and the crockery in the teachers' room cannot be used.
Students			<ol style="list-style-type: none"> 1. Students should work in as small groups as possible. 2. Students to provide their own equipment and use only this equipment, for instance, computers, pens, pencils, books. These must not be shared. 3. Students must use a designated desk and not use other desks or chairs within the classrooms.
Fire Procedure			<ol style="list-style-type: none"> 1. Follow the School's Fire Procedure. 2. On exiting a room staff are to close Fire Doors that have been propped open. The School Director (or a Fire Marshal) will close the Main Entrance door (5 Tombland) once everyone is out of the building. 3. Assembly point is at the bus stops on Tombland as usual. 4. Staff and students must be instructed to stand 2 metres apart.
Staff and students	Staff and students may transmit infection to the home environment from school	Family members	<ol style="list-style-type: none"> 1. Staff and students will wash their hands before leaving school at the end of the day. 2. Students should bring their own water bottle which needs to be sent home and cleaned each night. Students should only handle their own bottle. Students should carry their own lunch to and from their desk.

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