

The Beaconsfield School

Coronavirus (Covid-19) Pandemic Risk Assessment (Based on TBS average catchment area)

Date of Risk Assessment: April/May 2020 and ongoing

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<p>LIKELIHOOD</p> <p>1- Highly unlikely LOW Unlikely to happen or very infrequently</p> <p>2- Unlikely MEDIUM Could happen on a less regular basis</p> <p>3-Likely HIGH Will almost certainly Happen on a regular basis</p>	<p>CONSEQUENCE</p> <p>1- Minor LOW Cuts, bruises, requires first aid treatment</p> <p>2- Major MEDIUM Broken bone, hospitalisation, &/or up to 3 days absence</p> <p>3- Serious HIGH Death, major injury, results in over 3 days absence</p>	<p>Risk = Likelihood x Consequences</p> <p>Overall Risk</p> <p>Score: 6 & 9 = High, urgent action required</p> <p>Score: 3 & 4 = Medium, action to an agreed timetable</p> <p>Score: 1 & 2 = Low, or tolerable risk no action may be required</p>
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Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures. What more do we need to explain/do?	Risk Factor taking all controls into consideration		
						L	C	Risk
Exposure to COVID-19 in School and to wider School Community	Serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	Senior Leadership Team check the latest Government guidance on a daily basis.	Continue to monitor the situation and update all relevant parties when required as directed by the Government.	1	3	3

			<p>https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Appropriate signage is posted in key areas around the school. These include hand washing posters/social distancing poster/appointment only posters and more.</p> <p>Good handwashing technique taught to students and staff.</p> <p>Staff and students to wash hands more frequently including:-</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and activities • before food preparation • before eating, including snacks • before leaving school • After coughing or sneezing • Hand Sanitiser can be used but should not be a replacement for good hand washing. <p>Site team perform regular checks of toilets, reception areas and classrooms to ensure adequate supply of soap, disposable handtowels and hand sanitizer.</p> <p>All to be informed that Coughs or sneezes are be caught in a tissue and disposed of immediately. Bins emptied on a daily basis.</p> <p>Students dropped off and dismissed from tennis court (or sports hall if raining).</p> <p>Parent/carers to be reminded not to enter School buildings and to observe social distancing of 2 metres when/if collecting and dropping students to and from School.</p> <p>Signage at school entrance, reception and other areas in school on keeping 2m apart</p> <p>Daily cleaning schedule in place.</p> <p>Social distancing of 2 metres has been taken into consideration when planning the school day.</p>				
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<p>Staffing & spread of Covid-19 virus to staff, students and families</p>	<p>Serious respiratory illness, death</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>High</p>	<p>Implement all Government advice and communicate to staff, students and parents/carers. Currently any person developing a new continual cough or a temperature in excess of 37.8°C whilst at work must be sent home and advice re self-isolating offered</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Maintain a bank of staff ready to bring in should staff on rota be unable to work. Ensure that suitable staffing ratios are established considering group size, needs and individuals - build in resilience in case of staff illness or emergency.</p> <p>Staff have been asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined by the PHE advice) are advised to seek advice from NHS 111 or GP practice. Staff understand that communicating symptoms and need for isolation is part of their duty of care.</p> <p>Available staff lists are maintained by the Deputy Head Teacher – Curriculum supported by the Business Manager. The rota is updated as required.</p> <p>If any staff starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, loss of smell and/or taste, then they will be sent/go home and follow the Government guidance on staying at home</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>PPE will be worn by any staff caring for staff while they await collection or prior to going home if a distance of 2 metres cannot be maintained.</p> <p>Refer to flowchart for advice on PPE</p>  <p>PPE flowchart education v12.pptx</p>	<p>Individualised risk assessments will identify any requirement for provision of PPE for staff that deliver close personal care and/or have prolonged regular close personal contact or who potentially could be exposed to high risk body fluids.</p>	<p>2</p>	<p>2</p>	<p>4</p>
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				<p>Staff who live alone and have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when their symptoms started.</p> <p>Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p> <p>Staff will be encouraged not to bring any items from home into the school environment where possible. If they have to, items will be wiped down with anti-bacterial wipes upon arrival.</p> <p>All staff are offered face masks and disposable gloves.</p> <p>Use of the staff room will not be allowed for the time being. Staff to meet outside if required, maintaining social distances at all times.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts</p>				
Staff mental health	Mental health breakdown leading to inability to work or function as an individual	All staff	Medium	<p>SLT have been promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>https://www.hse.gov.uk/stress/mental-health.htm</p> <p>Regular communication of mental health information and open door policy is in place for those who need additional support.</p>		2	2	4

				<p>A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity, Healthy Mind Bucks</p> <p>https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</p> <p>Systems are in place so staff can talk to key members if they need to.</p>				
Students & spread of Covid19 virus to staff, students and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Students invited to school will not wear school uniform. They will be encouraged to wear new clothes daily to avoid the spreading of risk. Any uniform or clothing leant to students will be washed, at school, ready for other students on other days if needed.</p> <p>Students invited in have been told that no equipment is to be shared.</p> <p>Students must have their own equipment, including devices, in order to prevent the spreading of risk.</p> <p>Students will line up on tennis courts in the morning, socially distancing, and will be asked daily about own and anyone at home having symptoms prior to being allowed into School buildings. In case of rain, the sports hall will be used for this morning routine.</p> <p>Hand sanitizer will be available for all students to use upon exit from the tennis courts/sports hall prior to entering the School buildings, to be monitored by staff.</p> <p>Classrooms and other working spaces will have named desks for students and these will remain their personal desk while the Government advises socially distancing.</p> <p>Temporary student timetables have been put in place to ensure smaller class sizes and teacher availability.</p> <p>No direct drinking from water fountains will be possible. Water bottle filling will be enabled and the push button frequently wiped with antibacterial wipes during the day.</p> <p>Students found to exhibit any signs of being unwell (during this morning routine or later on in the day) will be assessed by matron and sent home or parents asked to collect them.</p>	Continue to remind students of guidelines. Ensure posters are up everywhere.	2	2	4

				<p>School has current contact details for all students in attendance. SIMS.</p> <p>If a student starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, loss of smell and/or taste, they will be assessed by Matron and asked to wait in an isolation room (Wedge) (window will be open for ventilation) and allowed to use the disabled toilet on the C corridor. The toilet will be locked to other school users.</p> <p>After use, the toilet will be cleaned by cleaning or site staff using normal proprietary cleaning products following appropriate Cleaning Risk Assessment (Busy Bees Covid-19 cleaning risk assessment is held by Business Manager) and national PHE guidance on cleaning in non-healthcare premises – March 2020.</p> <p>Symptomatic students will be monitored by matron until they are picked up.</p> <p>PPE will be worn by any staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs).</p> <p>Refer to flowchart for advice on PPE</p>  <p>PPE flowchart education v12.pptx</p> <p>They will go home and follow the Government guidance on staying at home:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts</p>				
Inadequate cleaning & spread of Covid19 virus to staff, young	Infection spread leading to serious respiratory	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Cleaning with usual cleaning products will continue (national PHE guidance on cleaning in non-healthcare premises – March 2020), with frequent daily cleaning of highly used areas – door handles, bannisters, desks, keyboards, taps.</p>	Carry out inventory check of cleaning products and stock at regular intervals, restocking as	1	1	1

people and families	illness, death		<p>Telephones, keyboards, light switches, electronic entry systems etc., will be cleaned with anti-viral wipes as frequently as is possible which will then be disposed of.</p> <p>Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</p> <p>Site team to focus on all bins being lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste container</p> <p>Site team to regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary.</p> <p>Site team will wipe down door handles and frequently touched surfaces throughout the day.</p> <p>Ensure disposable tissues and hand sanitizer are available in each room for both staff and pupils.</p>	<p>necessary. Recent check shows adequate supplies (21/05/2020)</p> <p>PHE guidance on cleaning in non-healthcare premises – March 2020</p>			
Inadequate hand washing & spread of Covid-19 virus to staff, students and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	<p>Staff/students/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance).</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available, but is not a substitute for hand washing.</p> <p>Allocating individual toilets and sinks to students is not achievable. Toilet cards will be given to students and a strict one in/one out policy will operate.</p> <p>Sinks and toilets will be regularly sanitised throughout the day.</p> <p>Hand sanitiser bottles to be available in all classrooms used in the school, at the main reception, as well as by finance window.</p>	<p>Place posters around school as well as displaying messages on screens around school</p> <p>Ensure all toilets have necessary stock of soap and paper towel & restock as necessary</p>	2	2	4

Inadequate personal protection & PPE & spread of Covid-19 virus to staff, young people and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>In order to minimise the risk to others on site from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. To begin with, remove the apron. If you have worn gloves, remove them next by turning them inside out in one single motion.</p> <p>Disposable items should be placed in the bin immediately.</p> <p>Sneeze into a tissue or sleeve NEVER into hands.</p> <p>Wash hands immediately after (as above).</p> <p>Used tissues will be put in a bin immediately (as above – all waste bins to be lined and emptied regularly)</p>	<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has adequate stock of disposable gloves (checked 21/05/2020).</p>	1	3	3
Inappropriate social distancing measures not followed & spread of Covid19 virus to staff, students and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>All to observe social distancing in line with government guidance as much as possible</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19implementing-social-distancing-in-education-and-childcare-settings</p> <p>Classrooms and other working areas have been set up/marked to ensure that students sit 2 metres apart at either desks/tables or on the floor. Teachers have been given at least a 2 metre distant spacing at the front of the class in order to teach safely (a physical barrier made up of tables).</p> <p>Markings of 2 metre distance have been made around site externally as well as internally to promote Government advice.</p> <p>Necessary equipment can be sanitised at the end of the day, but keep the use of equipment to a minimum.</p> <p>Staff to be briefed regularly, at least in line with changes to government guidance.</p>	<p>Minimise, or remove altogether, more difficult to keep clean equipment.</p> <p>Daily briefings to staff if necessary, particularly as there may be different staff covering.</p>	2	2	4
Practical activities & spread of Covid19 virus to staff, students and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Practical activities with students should not take place until a full risk assessment has taken place for the individual activity.</p> <p>Catering – all students to bring packed lunch as hub is closed until further notice. Facilities for students to eat either inside or outside at socially distant measures have been made. All students to wash hand or sanitize hands before and after eating.</p>	<p>Ensure individual risk assessment take place for specific practical activities.</p> <p>Ensure FSM or vulnerable students are catered for if required</p>	1	3	3

				<p>Communication regarding packed lunch emailed to all parents/carers.</p> <p>No direct drinking from water fountains will be possible. Water bottle filling will be enabled and the push button frequently wiped with antibacterial wipes during the day.</p>				
Visitors & spread of Covid-19 virus to staff, students and families	Infection spread leading to serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed.</p> <p>Parents will be asked to drop off at the main entrance and not enter the school premises.</p> <p>Line markings will be in place on pavement leading to school entrance to ensure distancing measures complied with should there be a queue at any time. These will be regularly monitored and re-done if required by the site team.</p> <p>Access to contractors/external maintenance personnel should only be granted by arrangement for essential maintenance / statutory inspection needs only (the requirements for some statutory inspections due to take place over the coming months may well be relaxed by the Government.</p> <p>If unexpected visitors arrive on site, they will be able to speak via the external entry system and reception staff will ensure health questions are asked in line with PHE guidance. The entry system will be frequently wiped during the day with anti-bacterial wipes.</p> <p>Signage will be posted in the reception area to alert visitors to hygiene and social distancing precautions.</p>	<p>Ensure parents know drop off and pick up routines.</p> <p>Ensure all external contractors are aware of risk assessments and hygiene requirements when on site.</p>	1	3	3
Fire and intruder alarms and emergencies	Inability to operate emergency systems or procedures	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Covid-19 addendum added to the Fire, Bomb or Emergency Policy to reflect current conditions.</p> <p>All staff and students to be briefed on the fire and emergency routines. This may not be the usual routes. Repeat as necessary with new starters (staff/students).</p>	<p>Check with RPA insurance provider to establish appropriate cover in light of changes made.</p> <p>Ensure emergency services will be alerted immediately should the</p>	1	2	2

				<p>All accidents and incidents to be reported (except for most minor which can be collated as currently done in accident book)</p> <p>Other accidents to be reported as normal (RIDDOR)</p> <p>Access to essential contractors / statutory inspections will need to be considered and managed.</p> <p>Site team cover will be adequate to ensure the site is safe – including the operation of intruder and fire alarms.</p>	<p>alarms trigger during silent hours (change from current practice where we are linked to call centre that informs site staff only who in turn would inform emergency services)</p> <p>Have a fire and lockdown drill at earliest convenience.</p> <p>Make available the alarm panel codes as well as intruder alarm code to senior staff and ensure all know how to access should it be required.</p> <p>Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.</p>			
<p>Holding internal Fire Doors open</p> <p>Holding internal classroom and office doors open</p>	Rapid fire and smoke spread	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, all reasonable methods of preventing infection spread will need to be introduced.</p> <p>The risk of a fire starting is probably lower than the risk of infection spread.</p> <p>If fire doors are held open, alter documented and practical procedures so that more staff are appointed to ensure ALL fire doors are closed if the fire alarm sounds or fire is discovered.</p> <p>Ensure fire doors to rooms not being used are closed.</p>	<p>Brief staff and students the amended emergency procedures in the event of fire emergency – repeat as necessary – monitor via fire drills</p>	1	2	2

				<p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Wedges will hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is in use. This will reduce the risk of contamination.</p> <p>At the end of each day, ALL fire doors must be closed.</p> <p>Wipe down contact points with a disinfectant cleaning product ready for the next day.</p>				
Lack of leadership and management	First aid and safeguarding issues being missed/unaddressed	Staff and students	High	<p>The Head teacher or Senior Leadership Team in School will take responsibility.</p> <p>First Aid and DSL provision will be on a rota basis.</p> <p>Designated SLT present each day the School is open – this may well change day by day, but all other supporting staff need to know who will take charge in the event of an emergency.</p> <p>The rota for staff should include at least one member of staff with a first aid certificate.</p> <p>Designated Safeguarding Lead does not need to be on site at all times, but is contactable by phone throughout the session period.</p> <p>A safeguarding officer will be in attendance Mon/Wed/Thu.</p> <p>Key telephone numbers of available DSL is provided to staff covering for the day. Any safeguarding issues are stated on CPOMS which is sent to DSLs. Action is then taken as a result.</p> <p>Confidentiality of records maintained at all times.</p>	Ensure first aid boxes are appropriately stocked	1	2	2
Lack of building/property maintenance	Faulty equipment services leading to injury or death	All building users including staff, students, catering, cleaning & site staff and visitors	High	<p>Testing of automatic door release systems including any doors operated by electronic means – weekly with results recorded.</p> <p>Termly fire drills to continue (as well as weekly testing).</p> <p>Flushing of seldom used outlets including showers, toilets and water fountains daily. No direct drinking from water</p>		1	2	2

				<p>fountains will be possible. Water bottle filling will be enabled and the push button frequently wiped with antibacterial wipes during the day.</p> <p>Other routine maintenance (servicing) of equipment/plant within the building may still need to be undertaken by outside contractors. Adhere to social distancing and safeguarding protocols.</p>				
Student or member of staff becomes seriously ill at school (unrelated to current pandemic)	Death or serious medical emergency	Staff and students	Medium	<p>Follow NHS guidance</p> <p>Call 999 if necessary.</p> <p>Isolate the ill person in a separate room if possible – send all other occupants of the room to a place of safety.</p> <p>Implement first aid as necessary.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p>		1	3	3

This risk assessment must be read and followed in conjunction with other applicable risk assessments for The Beaconsfield School as well as the relevant policies (most notably Behaviour Policy and Fire and Emergency Policy)