

The Beaconsfield School

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

Date of Risk Assessment: Jan 2021

Assessor's Name: Cecilie Gianneri, BM

<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 Score:</p> <p>6 & 9 = High, urgent action required</p> <p>3 & 4 = Medium, action to an agreed timetable</p> <p>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		
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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	Low	Senior Leadership Team check the latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	Continue to monitor the situation and update all relevant parties when required as directed by the Government.	2	2	4

			<p>Appropriate signage is posted in key areas around the school. These include one way signage, 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/after eating • 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/antibacterial wipes.</p> <p>All to be informed that coughs or sneezes are to be caught in a tissue and disposed of immediately. Bins emptied on a daily basis.</p> <p>Parent/carers to be reminded not to enter School buildings and to observe social distancing when/if collecting and dropping students to and from School.</p> <p>Visitors to school by appointment only. All visiting must have an agreed time slot, agreed with TBS reception.</p> <p>Signage at school entrance, reception and other areas in school on keeping social/safe distance.</p> <p>Daily cleaning schedule in place.</p> <p>Social distancing has been taken into consideration when planning the school day however the Government recognises that 1m+ or 2m distance is not always possible and as such students may, at times, be in closer proximity</p>				
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				<p>than this. In such circumstances, focus will be on students facing the same direction.</p> <p>Students arriving to School with public transport or on school busses to wear face masks as required. These must be stored safely by students during the school day.</p> <p>Students to bring in own devices for lessons.</p> <p>Where school computers are required for curriculum subjects, students will be given hand sanitizer before lessons and keyboards and machines be wiped down at the end the day with appropriate cleaning materials.</p> <p>The School will have sufficient stock of single use disposable masks should these be required for any reason.</p> <p>Staff have been made aware that washable masks are available for all who would like one. These must be washed daily (staff responsibility). Visors and gloves are also available to any staff who would like to use them.</p> <p>All classrooms have been measured and in rooms where 2m+ cannot be guaranteed for the teacher, Perspex screening has been provided.</p>				
Staffing & spread of Covid-19 virus to staff, students and families	Serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff and visitors	Medium	<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-isolation 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 for cover 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 PHE) are 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 to the School.</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.	2	2	4

				<p>Staff with moderate risk (including BAME background) have been offered individual risk assessments. Should precautions such as masks/visors/gloves be required or wanted, these will be available at school.</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>Staff can take home books to mark if they are comfortable doing so. This is in line with Government advice. Staff are welcome to wear disposable gloves when marking should they wish to.</p> <p>If any staff starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, loss of smell and/or taste), 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 anyone 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>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, 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 10 days. The 10-day period starts from the day when the first person in the house became ill.</p>				
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			<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 10-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 must be wiped down with anti-bacterial wipes upon arrival.</p> <p>The School have sufficient stock of single use disposable masks should these be required for any reason.</p> <p>All staff are offered material face masks (should be washed daily by staff), visors and disposable gloves. Furthermore, anti-bacterial wipes, tissues and hand sanitizer is placed in every classroom.</p> <p>The staff room is not to be used in large numbers. Staff can meet in small numbers in the staff room, ensuring safe distancing, and can meet outside in larger numbers, if required, always maintaining safe distances.</p> <p>Teaching assistants have been assigned an area of priority in staff room to work from should this be required (POD is too small for all TAs to work in).</p> <p>The School's air conditioning units are singular rather than centralised and as such these can be used subject to windows and doors also being open to allow for the continuous flow of air.</p> <p>With regards to heaters, the School has radiators and fan coil water heaters. These release hot air. As long as windows and doors are open to allow for continued ventilation these can be used.</p> <p>Given that windows and doors will be open, there would be significant financial implications of having heating on at the same time. On colder days, therefore, staff are encouraged to dress appropriately.</p> <p>In the Drama studio and Sports Hall the School has air handling units that take external air and blow hot air back into the room. As long as adequate windows and doors are open these can be utilised.</p>				
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				<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Teacher desks are, where possible, by windows (which are to remain open during the day). Where this is not possible, due to electrical points and positioning of white board and projectors, doors and windows should remain open at all times to ensure as much air flow as possible. On colder days, staff are encouraged to dress appropriately.</p> <p>Where 2m+ cannot be guaranteed to staff whilst at their desk, Perspex screens have been provided.</p> <p>Classroom doors must always be open at the start of the lesson to prevent students and staff from having to touch the handles multiple times. Where teaching may be compromised with the door open (given volume from other rooms/material being shown that requires silence or may be suitable only for some year groups) it is acceptable that doors can be closed for shorter periods of time as long as windows remain open to allow for air circulation.</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> <p>Staff will comply with the NHS track and trace system and book a test, provide details of anyone they have been in close contact with and self-isolate if they suspect they might have been infected: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works. While staff or their immediate family members are awaiting a Covid-19 test result they cannot be on School premises. Testing details will be stored on SIMS for track and trace purposes.</p> <p>It is a requirement that staff share test results with their line manager prior to their return to School. Without evidence of a negative test, staff cannot return to School. This can be shared by forwarding text message or email received from the NHS test system to office@beaconsfield.school.</p>				
Staff mental health	Mental health breakdown leading to	All staff	Medium	SLT have been promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.		2	2	4

	inability to work or function as an individual			<p>Websites that have available resources:</p> <p>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> <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>Head Space app has been offered to staff for free and continues to be offered for anyone who may benefit from it.</p> <p>Line Management Systems are in place so staff can talk to key members of staff if they need to.</p> <p>Staff are offered free Covid-19 tests should they have concerns.</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	Medium	<p>It is the responsibility of parents/carers to NOT send students into school if the student, or family members sharing the same household, are unwell or develop Covid-19 symptoms.</p> <p>Students are expected in school only if they are well and everyone at home is well.</p> <p>Students arriving with public transport or school busses must follow guidance re face masks. These must be stored safely by the student during the school day.</p> <p>Students will have allocated areas to line up in the mornings and will only have access to the school site from 8am, and the school building from 8:30.</p> <p>Break and lunch will be outside, with students only permitted indoors during these times for the use of toilets.</p>	Continue to remind students of guidelines.	2	2	4

			<p>Outdoors spaces will be allocated to year group bubbles. Students must come to school with a suitable coat (including for wet weather).</p> <p>For seriously adverse weather conditions, the sports hall, main hall and the gym will be used by designated year group bubbles.</p> <p>There will be specific one way systems for students to respect during the school day. Hallways and floors will be clearly labelled to make this easier for students to remember and abide by, and in some locations physical barriers will remind students of appropriate routes to walk.</p> <p>Sports hall toilets are allocated to Y7 and Y8 during break and lunch. The rest of TBS toilets cannot be allocated to year group bubbles however staff will supervise and monitor toilet usage throughout the day and during break and lunch. Toilets, sinks and door handles to the toilets will be frequently cleaned throughout the day.</p> <p>Students will wear school uniform when in school unless they have timetabled PE. On a timetabled PE day, students must come into school in their PE kit as changing facilities will not be available.</p> <p>Any uniform or clothing leant to students will be washed, at school, ready for other students, on other days, if needed.</p> <p>Students cannot share equipment. Students must have their own equipment, including fully charged devices, in order to prevent the spreading of risk.</p> <p>Hand sanitizer will be dispensed to students in every new lesson. For practical lessons, hand sanitizer will be given before and after the lesson. Hand washing is encouraged as frequently as possible without disturbing lesson time.</p> <p>Classrooms and other working spaces will be laid out in order to maintain social distancing as much as possible, in line with latest Government guidelines for Secondary Schools. At times, this may be less than 1m+ or 2 metres as long as students are facing the same direction.</p>				
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			<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>Doors and windows will remain open at all times to ensure as much air flow as possible. On colder days, to ensure comfort, students are encouraged to wear the jumper that accompanies the uniform and will be allowed to wear their outdoor coats at the discretion of the teacher if required. Dressing for cold weather is critical to ensure students' comfort.</p> <p>Students to bring in own devices for lessons.</p> <p>Where school computers are required for curriculum subjects, students will be given hand sanitizer before lessons and keyboards and machines be wiped down at the end the day with appropriate cleaning materials.</p> <p>School has current contact details for all students in attendance on SIMS.</p> <p>Paracetamol will not be given out in school as Matron cannot have a line of students waiting at any given time. Parents/carers must only send students to school if they are well.</p> <p>Students found to exhibit any signs of being unwell during the day will be assessed by matron and sent home or parents asked to collect them if required. Students must be collected as quickly as possible, within 30 minutes maximum.</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>				
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			<p>Symptomatic students will be monitored by matron until they are picked up. Students must be collected as quickly as possible, within 30 minutes maximum.</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> <p>Students, supported by the School, will comply with the NHS track and trace system and book a test, provide details of anyone they have been in close contact with and self-isolate if they suspect they might have been infected: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works While students or their immediate family members are awaiting a Covid-19 test result, they cannot be on School premises. Testing details will be stored on SIMS for track and trace purposes.</p> <p>It is a requirement that parents/carers share test results with the School prior to the students return to School as stated on test result documentation. Without evidence of a negative test, students cannot return to School. This can be shared by forwarding text message or email received from the NHS test system to office@beaconsfield.school.</p>				
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<p>Inadequate cleaning & spread of Covid19 virus to staff, young people and families</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>Low</p>	<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 – toilets, door handles, bannisters, desks, keyboards, taps.</p> <p>Telephones, keyboards, light switches, electronic entry systems etc., will be cleaned with anti-viral wipes as frequently as is possible.</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 ensure all bins are emptied at the end of the day, and waste 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, anti-bacterial wipes and hand sanitizer are available in teaching rooms for both staff and students.</p>	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. Recent check shows adequate supplies (21/12/2020)</p> <p>PHE guidance on cleaning in non-healthcare premises – March 2020</p>	<p>1</p>	<p>1</p>	<p>1</p>
<p>Inadequate hand washing & spread of Covid-19 virus to staff, students and families</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>Medium</p>	<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 or other practical activities and after coughing or sneezing. They will also be reminded not to touch their face (eyes, mouth, nose).</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>Y7 and Y8 have been allocated the Sports Hall toilets during break and lunch however the rest of TBS toilets cannot be allocated to year group bubbles, nor is it a Government requirement. Students are reminded to use the</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>	<p>2</p>	<p>2</p>	<p>4</p>

				<p>facilities one at a time and staff will supervise and monitor toilet usage throughout the day and during break and lunch.</p> <p>Toilets, sinks and door handles to the toilets will be frequently cleaned throughout the day.</p> <p>Hand sanitiser bottles, anti-bacterial wipes and tissues are available in all classrooms used in the school, at the main reception, as well as by finance window.</p>				
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	Medium	<p>For any staff who may be required to work in close proximity to students (less than 1m+ for more than 15 minutes) PPE is advised. Masks and visors are available to staff who fall into this category, as are gloves and aprons should they be required. The room that such staff work in must remain well ventilated at all times with doors and windows open.</p> <p>For staff taking students around School via the lift, PPE as above, is advised.</p> <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>	All staff who may require PPE will have access to this.	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	Medium	<p>All to observe social distancing in line with government guidance as much as possible</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p> <p>Classrooms and other working areas have been set up and marked to ensure social distancing as much as is possible, in line with latest Government guidance. Teachers have been given a 2 metre distant spacing at the front of the class in order to teach safely (a physical barrier made up of tables).</p>	Minimise, or remove altogether, more difficult to keep clean equipment.	2	2	4

				<p>Some classrooms are more difficult to space out. These rooms will be uniquely risk assessed and appropriate measures put in place in order to protect staff and students. Preventative measures may include screening and more frequent sanitising. Perspex screens on desks for example, and tape on the floor to show 2 metre distance.</p> <p>Markings of 2 metre distance have been made around site externally as well as internally to promote Government advice. External markings will remain in place despite advice of 1m+ however internal markings will no longer remain on the floor. Clear signage will direct students around the school, with some staircases being up and others down. This is to ensure single-way movement throughout the building and the more congested areas.</p> <p>The highest risk of infection spreading is when there is prolonged contact (15 minutes) at less than 1m distance in an enclosed space. When outside, students are advised to remain at 1m+ distancing. Whilst there is less risk in external environments, this is still recommended.</p> <p>Necessary equipment can be sanitised at the end of the day but keep the use of equipment to a minimum. Any shared books will be wiped down between groups and PE equipment sanitised between lessons and bubbles.</p> <p>Students to bring in own devices for lessons.</p> <p>Where school computers are required for curriculum subjects, students will be given hand sanitizer before lessons and keyboards and machines be wiped down at the end the day with appropriate cleaning materials.</p> <p>Staff to be briefed regularly, at least in line with changes to government guidance.</p>				
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	Medium	<p>Practical activities with students should not take place until a full risk assessment has taken place for the individual activity. This includes Design & Technology, Science, PE Drama and Art classes. These risk assessments will be kept at Department level.</p> <p>Catering – the hub will be operating a limited menu and service. A food app has been put in place for students to pre-order break and lunch time food items from. These will</p>	Ensure individual risk assessments are in place for specific practical activities and areas for September 1 st 2020.	1	3	3

			<p>be available for pick up at their designated year group break and lunch bubble space. Food can be ordered 5 days in advance and orders must be placed by 6pm the night before at the latest.</p> <p>Y11 and staff are able to purchase food with biometric fingerprint in the external kiosk.</p> <p>6th form and staff are able to purchase food with biometric fingerprint in the hub.</p> <p>Year group bubble areas to eat either inside socially distant (if inclement weather) or outside are available. All students to wash hands or sanitize hands before or as they return to class after break and lunch.</p> <p>Communication regarding food choices from September has been 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. Students/staff are encouraged to bring a full water bottle to school every day.</p>	<p>FSM and vulnerable students are catered for at all times if required</p>			
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<p>Visitors & spread of Covid-19 virus to staff, students and families</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>Medium</p>	<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed. All visitors must be arranged with Reception to avoid clashes.</p> <p>Parents will be asked to drop off students away from Wattleton Road and to not enter the school premises unless they have an appointment.</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.</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>	<p>1</p>	<p>3</p>	<p>3</p>
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<p>External lettings & spread of Covid-19 virus to staff, students and families</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>Medium</p>	<p>Lettings clients must follow government guidance for their specific activity.</p> <p>It is the hirer's responsibility to ensure that their clients adhere to social distancing, that areas used are wiped down with antibacterial wipes after use and the first aid provision is available.</p> <p>Individual Covid-19 risk assessments must be shared with The Beaconsfield School prior to events taking place and must be adhered to by the clients.</p> <p>The School QR code has been placed around the school site. All lettings clients must scan the QR code upon arrival on site to register as present.</p> <p>The NHS COVID app will have to be downloaded on client's smart phone in order to be able to do so.</p> <p>The QR code is on the door/window of:</p> <p>Entrance to Finance and Main Hall area Entrance to the Sports Hall Reception Area</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p>Fire and intruder alarms and emergencies</p>	<p>Inability to operate emergency systems or procedures</p>	<p>All building users including staff, students, catering, cleaning & site staff and visitors</p>	<p>Low</p>	<p>Covid-19 addendum added to the Fire, Bomb or Emergency Policy to reflect current conditions. Available on School website.</p> <p>Fire and lockdown drills will be carried out termly as always.</p> <p>All staff and students to be briefed on the fire and emergency routines in light of Covid-19. This may not be the usual routes. Repeat as necessary with new starters (staff/students).</p> <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>1</p>	<p>2</p>	<p>2</p>

				Site team cover will be adequate to ensure the site is safe – including the operation of intruder and fire alarms.				
Holding internal Fire Doors open Holding internal classroom and office doors open	Rapid fire and smoke spread	All building users including staff, students, catering, cleaning & site staff and visitors	Low	<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 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>Doors will be propped open, and windows will remain open during the school day, 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 non-proprietary fire held open doors fire doors must be closed.</p> <p>Wipe down contact points with a disinfectant cleaning product ready for the next day.</p>	Brief staff and students the amended emergency procedures in the event of fire emergency – repeat as necessary – monitor via fire drills	1	2	2
Lack of leadership and management	First aid and safeguarding issues being missed/unaddressed	Staff and students	Low	<p>The Head teacher or Senior Leadership Team in School will take responsibility at all times. To ensure at least two members of SLT will always be available, where whole SLT meetings take place, two members will always dial in via TEAMS/ZOOM rather than be present in the meeting room.</p> <p>First Aid and DSL provision will be on site at all times.</p> <p>The rota for staff should include at least one member of staff with a first aid certificate.</p>	Ensure first aid boxes are appropriately stocked	1	2	2

				<p>Designated Safeguarding Lead does not need to be on site at all times, but is contactable by phone throughout the period.</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>				
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	Low	<p>Testing of automatic door release systems including any doors operated by electronic means – weekly.</p> <p>Termly fire drills to continue (as well as weekly testing).</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>Other routine maintenance (servicing) of equipment/plant within the building may still need to be undertaken by outside contractors. Adherence to social distancing and safeguarding protocols required at all times.</p>		1	2	2
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, Covid-19 addendum to the Behaviour Policy as well as Fire and Emergency Policy and Covid-19 addendum to the latter).