



Covid-19 School Risk Assessment

05.11.20

This risk assessment is to ensure there are measures in place at this school to keep pupils and staff safe during the Covid-19 pandemic.

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for our school.

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.

Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

You should continue to inform your local authority of a positive case in your setting.

Address of school:	On Track Education Broadway House Headquarters Road West Wilts Trading Estate Westbury Wiltshire BA13 4JY
Risk assessment completed by:	Jo Holden
Date of assessment:	02/11/20
Date of next review:	16/11/20

Significant Hazard Section	Control measures in place:	Notes:
Social distancing and reducing risk of transmission		
Groups of people gathering on school premises	<ul style="list-style-type: none"> • Pupils arrive on transport in small groups or individually • Staff are present at arrival and departure times to encourage social distancing measures • Lidded bin available for the safe disposal of face coverings • Groups should be kept together throughout the school day where possible to reduce interaction across groups • Staff supervise pupils during breaks to maintain social distancing 	<p>Hand sanitiser in reception area for all to clean hands on arrival.</p> <p>Covid advice posters on display throughout the school.</p> <p>Staff wear masks and students encouraged to during break, lunch and when in communal areas.</p> <p>All staff and students issued with face mask.</p>

<p>Overcrowding in classrooms and corridors.</p>	<ul style="list-style-type: none"> • Group sizes are limited to 4 • Desks are spaced as far apart as possible • Interactions take place side to side, instead of face to face, wherever possible • Unnecessary furniture and furnishings are removed where practical to create space • Staff are present to encourage social distancing and manage traffic around the school • 2m and direction arrows marked on the floor and walls where appropriate 	<p>Hand sanitiser, wipes and tissues available in every classroom</p> <p>Covid Posters on display in every classroom</p> <p>Students clean down tables, tools etc when lesson finished</p> <p>Each student has a pencil case for personal use only</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<ul style="list-style-type: none"> • Pupils eat their lunch in their base room • Pupils spend break time in the garden or base rooms • Staff are always present to encourage social distancing and manage break and lunchtime routines 	<p>Limited space available in Common room - 10 spaces</p>
<p>The use of face coverings</p>	<ul style="list-style-type: none"> • The use of face coverings is mandatory in corridors and communal areas for pupils, staff and visitors. <p>Where local restrictions apply</p> <ul style="list-style-type: none"> • When an area moves to Local COVID Alert Level: high or very high, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • In the event of new local restrictions being agreed, we will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. • Exemptions; Some individuals are exempt from wearing face coverings. This applies to; those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. 	<p>Pupils/ staff to travel in school cars wearing face masks and keeping social distance. Cars cleaned down after each trip.</p>
<p>Premises related matters</p>		
<p>Floor markings to indicate social distancing and direction of traffic.</p>	<ul style="list-style-type: none"> • One way systems are marked out with floor tape and wall signs • Floor tape is used to mark out 2m distancing throughout communal areas of the school 	<p>Floor tape on order - will be in place 9th Nov. Markings on walls etc</p>

Smaller rooms to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • The number of pupils and staff in smaller rooms will be closely monitored • Chairs will be removed / placed apart • Desks will be forward facing where possible 	
Ventilation to reduce spread	<ul style="list-style-type: none"> • Windows will be opened wherever temperatures allow and between classes • Doors will be propped open, unless they are a fire door • Where a room does not have natural ventilation, fans will be used to move air around in between classes • Information for staff: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 	
Management of waste	<ul style="list-style-type: none"> • There is a lidded pedal bin in each classroom and area of the school • Bins are double bagged when emptied • Bins are emptied throughout the day if full • All bins are emptied daily 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Each staff member is responsible for cleaning down learning areas, and the equipment used after each session, or photocopiers, etc. after each use. • Each staff member is responsible for cleaning down door handles and light switches in their area of the school • All areas of the school are cleaned professionally each day by Shine with Sarah cleaning company • Soft furnishings to be removed where practical 	
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Pupils are provided with their own stationary • Pupils are encouraged to use sanitizer when entering the classroom • Equipment is cleaned down after each session 	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> • The cleaning company have increased their hours by 2.5hrs per week from wb 2nd Nov 	
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • There are sinks in each toilet • There is spare hand wash kept in each toilet and replenished at the end of each day • There are spare handtowels kept in each toilet and replenished at the end of each day 	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> • Hand sanitizer is available in every room and by every entrance in the school 	Hand sanitiser in reception area and at the top of the stairs, in addition to classrooms

Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> Each staff member is responsible for allowing pupils extra time to wash their hands as required 	
Handwashing practice with children	<ul style="list-style-type: none"> Each staff member is responsible for role modelling good hand washing practice Each staff member is responsible for encouraging pupils to wash their hands as appropriate 	
Good respiratory hygiene	<ul style="list-style-type: none"> Each staff member is responsible for role modelling good respiratory hygiene Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it' Tissues are provided in every classroom and each staff member is responsible for replenishing these from the main supply Lidded bins are in all classrooms 	
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> Michelle Slade is the staff member responsible for maintaining the main supply of these products 	
Toilets being overcrowded	<ul style="list-style-type: none"> Pupils are supervised at all times and only one person at a time will use the toilets 	
Staff related issues		
Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> Each staff member is responsible for following Covid-19 related guidance, including the use of face coverings It is a requirement for staff displaying Covid symptoms that they do not attend work If a staff member lives with a family member who is displaying symptoms they should not attend work If a staff member is contacted by Track and Track and told to self-isolate they should not attend work Each staff member is responsible for keeping 2m ideally, or 1m, from anyone Hot desking will be avoided where possible Office spaces and staff rooms are arranged to support social distancing Staff meetings are held virtually or in small socially distanced groups Staff are able to leave site early to complete paperwork at home 	<p>From Thursday 5th November the staff team will leave the school premises at 3.30 but will be available for video meetings etc</p> <p>Restricted access to staff room - max 3 people at a time</p>
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> Clear Covid-19 related instructions are given to all visitors A record is kept of all visitors to the school Only essential visitors are permitted access to the school site when pupils and staff are present 	
Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> School Closure Policy to be followed; consider how the school timetable can be modified to utilise the skills of staff available for the school to remain partially open; consider how a reduction in pupil numbers could allow for the 	

	<p>school to remain open; if operation cannot be achieved, and with the agreement of the Governing Body, close or partially close the school and communicate the closure/partial/early closure to all relevant parties and update the school website</p> <ul style="list-style-type: none"> • Implement full programme of remote learning for pupils not on site 	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice • School Closure Policy to be followed 	School wellbeing officer available daily.
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> • This risk assessment is shared with all staff • Daily communication with all staff to share any changes or development; through email where possible 	
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Information provided to staff: https://www.gov.uk/get-coronavirus-test 	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • If a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. • If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • Fluid resistant face masks, aprons and eye protection is available and a supply is maintained. 	
Assessment of all staff, including high risk staff with underlying health conditions or other risk factors	<ul style="list-style-type: none"> • Individual risk assessment undertaken and this risk assessment to be reviewed regularly and when there are local changes • School maintains all actions outlined in this risk assessment to remain Covid secure; 	
Staff use of PPE	<ul style="list-style-type: none"> • Staff can request face masks, face shields, aprons, gloves and eye protection from the school's main supply, for use at work • Information provided to staff: 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 	
Use of PPE Lack of understanding	<ul style="list-style-type: none"> • Information provided to staff: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	
Dealing with suspected and confirmed case/ cases and outbreak.	The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a	

	<p>positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.</p> <p>Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p> <p>Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p>	
Pupil related issues		
Possible symptoms of Covid-19	<ul style="list-style-type: none"> • Staff check with pupils regarding symptoms on their arrival at school, including temperature taking with a non-contact thermometer • Staff remain vigilant for developing symptoms throughout the day • Pupils who are unwell with Covid symptoms will not attend school • Pupils who live with anyone displaying Covid symptoms will not attend school 	Jamara Martin takes the temperature of all students and staff at 9.15am each morning
Pupil understanding	<ul style="list-style-type: none"> • Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild • Pupils know to report any suspected family/friend Covid cases to staff • Guidance is displayed around the school • Staff work to encourage pupils to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread 	<p>Increased availability of counsellor in school - 2 days per week.</p> <p>Art therapist available one day per week.</p> <p>Students attend tutorial every morning for 15mins</p>
Pupils unable to follow guidance	<ul style="list-style-type: none"> • Individual risk assessment updated accordingly and control measures introduced • Consideration given to timetabling, staffing ratios, limited movement around site, outreach provision 	
Pupils equipment	<ul style="list-style-type: none"> • Pupils have been informed not to bring unnecessary equipment into school • Pupils are provided with individual stationary and equipment wherever possible 	Every student has a pencil case for personal use only

	<ul style="list-style-type: none"> Equipment is cleaned down after every session 	
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision if required Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people Suitable rooms have been allocated for this purpose and intentions communicated to staff; First Aid room Suitable PPE (including fluid resistant face mask) is available at these locations 	
School Covid test kits	<ul style="list-style-type: none"> These may be offered in exceptional circumstances if an individual becomes symptomatic and they may have barriers to accessing testing elsewhere 	
Remote learning	<ul style="list-style-type: none"> If a pupil is self-isolating, remote learning will be provided by the school from the duration of their isolation Pupils will be provided with remote learning equipment as required 	
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> Pupils are transported to school in local authority transport 	Students have been issued with an On Track face mask
Travel in school vehicles	<ul style="list-style-type: none"> Each journey will be risk assessed and only journeys which are essential in order to meet pupil need are approved Each journey is approved in advanced by the SLT Pupils and staff must wear face coverings when travelling in school vehicles The windows should be open to the extent that temperature and weather conditions safely allow Social distancing measures should be maximized, including limiting numbers in vehicles if possible Hand sanitizer should be used by pupils and staff at the start and end of each journey Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey 	Sanitiser, tissues, anti bac spray and spare masks available in each school car
Travel in staff cars	<ul style="list-style-type: none"> Each journey will be risk assessed and only journeys which are essential in order to meet pupil need are approved Each journey is approved in advanced by the SLT Pupils and staff must wear face coverings when travelling in vehicles 	

	<ul style="list-style-type: none"> • The windows should be open to the extent that temperature and weather conditions safely allow • Social distancing measures should be maximized, including limiting numbers in vehicles if possible • Hand sanitizer should be used by pupils and staff at the start and end of each journey • Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey 	
Curriculum considerations		
Music activities	<ul style="list-style-type: none"> • Pupils will be positioned back to back or side to side and social distancing maximised • Any music activity will take place in a well ventilated area or room • Instruments will be sanitised before and after use • Instruments will not be shared 	
Physical activity in schools	<ul style="list-style-type: none"> • Sports and play equipment will be sanitised before and after use • Social distancing will be maximised 	
Educational visits	<ul style="list-style-type: none"> • All educational visits will be risk assessed and will take into account Covid-19 measures 	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • All staff involved in the preparation of food, or the teaching of food technology, have had food hygiene training • Staff involved with food preparation will comply with the relevant hygiene related information within Guidance for food businesses on coronavirus (COVID-19) 	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building	<ul style="list-style-type: none"> • Signs are displayed telling all parents, carers and visitors not to enter the school if they are displaying any symptoms of Covid-19 	
Oversight by directors		
Lack of director oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The directors monitor the school's work remotely using the SchoolPod information management system • There are regular phone calls and virtual meetings between the SLT and the Directors • The SLT report half termly to the Directors 	

	<ul style="list-style-type: none">• A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school	
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