

Henley Bank High School Risk Assessment COVID 19 – September opening

What are the hazards which may be caused?	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline
1. Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> ● A) Health and Safety Policy has been updated in light of the COVID-19 advice. http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf ● B) All staff, pupils and volunteers are aware of all relevant policies and procedures (listed on the school website) including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy (COVID amends) - Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf - Infection Control Policy (p12) - Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf - First Aid Policy – Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=534&type=pdf ● C) All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 	Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20

		<p>https://www.hse.gov.uk/riddor/</p> <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - Explore link below http://www.legislation.gov.uk/ukxi/2010/659/contents/made - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - Explore link below https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - Explore link below https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools <ul style="list-style-type: none"> ● D) The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff Orientation Training Friday preceding week of shift. ● E) The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE - Regularly shared with staff – Explore links below https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ ● F) Staff are made aware of the school's infection control procedures in relation to coronavirus via email – multiple comms shared with staff via email and video format ● G) Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they 2 ● H) Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell 	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>MES</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>
--	--	---	---	--	---

		<ul style="list-style-type: none"> • I) Staff, Volunteer and Pupil Confidentiality are respected at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	SDY	9/7/20
2. Implementing social distancing		<ul style="list-style-type: none"> • A) Year group ‘bubbles’ are kept together for roll call, assemblies, break, lunchtime and lessons. They will also have an allocated toilet for their year group only. 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • B) Classrooms and other learning environments are organised to ensure that all desks are forward facing and any additional resources and equipment are not shared where possible and cleaned thoroughly after each use if sharing is essential. 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • C) Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • D) Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed where possible 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • E) Cohorts are kept together during break and lunchtime, with a one way system in place to limit the crossover of students during lesson changeover 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • F) Throughout the day, there is a thorough cleaning of all rooms 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> • G) Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ i) students being in zones with just their year group, and minimising the movement around the school (only for practical lessons); ○ ii) young people clean their hands as they enter and leave a room ○ iii) Each ‘zone’ has its own toilet which will be monitored by a member of staff outside during break and lunchtime to prevent overcrowding 	Yes	SDY	9/7/20

3. Hygiene practice		<ul style="list-style-type: none"> ● A) The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed <ul style="list-style-type: none"> - Hygiene checklist to be used as standard ● B) Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments ● C) Surfaces that children and young people are touching, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal ● D) All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands upon arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use pedal bins for tissue waste ('catch it, bin it, kill it') ● E) Young children are encouraged to learn and practise these habits through signage and verbal communication ● F) Bins with lids for tissues are emptied throughout the day ● G) The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid – Pencil cases allocated to individual students ● H) The amount of shared resources that are taken and brought in from home is limited ● I) All spaces are well ventilated using natural ventilation (opening windows when students are present) or ventilation units where possible ● J) Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; 	Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
					9/7/20
				SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20

	<ul style="list-style-type: none"> • K) Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • L) Pupils wash their hands with soap before and after break times for no less than 20 seconds. • M) Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Students use this on entry and exit of classrooms. • N) Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • O) Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • P) Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Q) Pupils do not share cutlery, cups or food. • R) Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • S) The SBM arranges enhanced cleaning to be undertaken where required Schools short of cleaning product supplies communicates with SBM for centrally managed ordering • T) Fire doors to be propped open to further reduce contact with door handles 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
4. Ill Health	<ul style="list-style-type: none"> • A) Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss of sense of smell, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. https://www.gov.uk/coronavirus 	Yes	SDY	9/7/20

	<ul style="list-style-type: none"> • B) Any pupil who displays signs of being unwell is immediately referred to the designated member of staff - RFN 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • C) Staff act in line with the Infection Control Policy (in the health and safety policy) and ensure that any unwell pupils are moved to an empty room (glass office in reception) whilst they wait for their parent/carer to collect them. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> • D) Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Constant observation until collection. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • E) The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • F) The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • G) Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • H) Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Isolation in glass office in reception until collection. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • I) Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. 	Yes	SITE	9/7/20
	<ul style="list-style-type: none"> • J) If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. 	Yes	RFN	9/7/20
	<ul style="list-style-type: none"> • K) Staff and Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> • L) Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Students with Medical Conditions Policy – Explore link below: https://www.henleybankhighschool.co.uk/attachments/download.asp?file=363&type=pdf 	Yes	RFN	9/7/20

		<ul style="list-style-type: none"> ● M) Staff and students sent home feeling unwell with suspected COVID-19 symptoms will be sent home immediately and instructed to book a test at their local testing station - https://self-referral.test-for-coronavirus.service.gov.uk/test-type <ul style="list-style-type: none"> ○ Bubble to remain functional until positive test result informs otherwise ○ SDY to log all communication on spreadsheet 	Yes	SDY	9/7/20
5. Spread of infection		<ul style="list-style-type: none"> ● A) Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> ● B) Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> ● C) Pupils clean their hands after they have coughed or sneezed. 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> ● D) Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 	Yes	SDY	9/7/20
		<ul style="list-style-type: none"> ● E) Children who have displayed symptoms of coronavirus must self-isolate in line with Government guidance to avoid risks of transmission. 	Yes	SDY	9/7/20
6. Visitors/contractors		A) Contractors <ul style="list-style-type: none"> ● i) Limit access to absolutely essential contractors. 	Yes	DRS	9/7/20
		<ul style="list-style-type: none"> ● ii) All essential contractors to be safety briefed upon entry to site and instructed to observe social distancing, personal hygiene and one-way routes around the school site 	Yes	DRS	9/7/20
		<ul style="list-style-type: none"> ● iii) Contractors have been communicated with prior to not enter the school site if they, or any member of their household has been instructed to self-isolate 	Yes	DRS	9/7/20
		<ul style="list-style-type: none"> ● iv) A log of visitors will be maintained 	Yes	DRS	9/7/20

		<p>B) Parents/carers</p> <ul style="list-style-type: none"> ● i) Parents/carers have been communicated with to ensure that they and any member of their household do not enter the school site if a member of their household is self-isolating ● ii) Parents/carers have been communicated with to not enter site at any time ● iii) Parents/carers have been communicated with to strictly observe social distancing measures if/when dropping off/collecting children ● iv) Meetings to still be conducted on Google Meets where possible. ● v) Serious safeguarding situations will be managed on case-by-case basis <p>C) Staff moving between schools</p> <ul style="list-style-type: none"> ● i) Staff have been communicated with that they may only move to other schools if absolutely essential ● ii) Staff must check with the Headteacher with respect to staff visits ● iii) Director available for further advice when needed ● iv) All meetings must be conducted following the flow: <ul style="list-style-type: none"> ➢ Phone, Google Meet, 1:1 remote external, 1:1 remote internal 2m SD, small group with consent from Headteacher/Director 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SLT</p> <p>RFN</p> <p>BPL</p> <p>SDY</p> <p>SDY</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>
7. Management of infectious diseases		<ul style="list-style-type: none"> ● A) Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff - RFN ● B) The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ● C) Social distancing measures are implemented as much as possible ● D) There are plans in place for the movement of children around the school and staff ensure that this is followed ● E) The Business Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Headteacher. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>RFN</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>MES</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>

8. Parental Engagement		<ul style="list-style-type: none"> • A) Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend • B) Parents are told where their children will be having roll call so they can drop their student off at the appropriate entrance. • C) Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	Yes	SDY	9/7/20
9. Communication		<ul style="list-style-type: none"> • A) Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>) • B) The designated 1st Aider reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; • C) The headteacher contacts the Director of Education immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline. The Local Authority and Chair of Governors should be notified of any confirmed cases. • D) Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary; • E) There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; • F) Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 	Yes	SDY	9/7/20
			Yes	JBP	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	MES	9/7/20
			Yes	MES	9/7/20
10. Partial school closure		<ul style="list-style-type: none"> • A) The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic. This includes having to partially or fully close the school again. 	Yes	SDY	9/7/20

		<ul style="list-style-type: none"> • B) If there is a full or partial closure, pupils working from home are assigned work to complete to a timeframe set by their teacher; • C) The headteacher maintains their plan for pupils' continued education during any future partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school • D) The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; No APC and instead students will be sent home with parental contact and further guidance - this has been ratified by CoG in this RA. • E) The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home • F) The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required; • G) The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
11. Emergencies		<ul style="list-style-type: none"> • A) All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • B) Pupils' parents are contacted as soon as practicable in the event of an emergency. • C) Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • D) The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20
			Yes	SDY	9/7/20

12. Managing School Transport		<ul style="list-style-type: none"> A) Parents, children and young people are encouraged to walk or cycle to their education setting where possible 	Yes	SDY	9/7/20
13. Disposal of Waste		<p>A) Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> i) Should be put in a plastic rubbish bag and tied when full. ii) The plastic bag should then be placed in a second bin bag and tied. iii) It should be put in a suitable and secure place and marked for storage until the individual's test results are known. iv) Waste should be stored safely and kept away from children/staff/essential visitors v) Waste suspected of COVID contamination must not be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours <ul style="list-style-type: none"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste vi) If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. 	No	MES	9/7/20

<p>14. Recognising that some staff may be more vulnerable to complications associated with COVID-19</p>		<p>A) Leaders of the school know if any of the medical conditions listed in the NHS link provided apply to staff members. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>B) Government Guidance for schools provides specific advice in relation to those moderate risk. Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people</p> <p>C) Black, Asian and Minority Ethnic (BAME) – Whilst there is specific advice with regards to employees who are considered extremely clinically vulnerable and clinically vulnerable, there is no formal guidance from the Government which includes BAME staff. Therefore, we will consider the risks based on ethnicity, and taking into account other factors such as age, medical conditions and the type of roles being carried out by the individual staff members. In discussion with staff members, and as with critically Vulnerable and Vulnerable staff, suitable adjustments will be made where necessary.</p> <p>D) If a suitable number of staff are not available, student numbers will be amended, and the offer will be reduced.</p> <p>E) All staff have been informed that they need to maintain the social distance between themselves and other staff members where possible</p> <p>F) Staff will remain teaching from the front of the classroom rather than circulating the room</p> <p>G) Teaching Assistants will work side by side rather than forward facing and be included in an allocated seat when in classrooms.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>
---	--	---	--	--	---

15. Subject specific adaptations	Science – Experiments to be shown to students rather than them completing it themselves.	Yes	GDN	9/7/20
	PE – Outdoor sports where possible. Any equipment used will be thoroughly cleaned after each use. All contact sports avoided at this moment.	Yes	HBD	9/7/20
	Food Science – Practical lessons to not take place back to back to allow for adequate washing of all equipment. No sharing of food/resources or taste testing etc. Limit the amount of practical lessons until October half term.	Yes	HBD	9/7/20
	DT – Practical lessons to not take place back to back to allow for adequate washing of all tools etc. Limit the amount of practical lessons until October half term.	Yes	HBD	9/7/20
	Drama – Practical lessons will focus on monologues. In addition to this, there will be a focus on sound and light design, which will limit the need for any group work.	Yes	HBD	9/7/20
	Music – Practical lessons to not take place back to back to allow for adequate washing of all equipment e.g. keyboards. No wood wind or brass instruments to be used. Limit the amount of practical lessons until October half term.	Yes	HBD	9/7/20
	Art – Students to use their own equipment where possible. If specialist equipment has to be used then this needs to be cleaned thoroughly after each use.	Yes	HBD	9/7/20
	IT – Keyboards, desks and mouse are cleaned after each use. Choir – no choir lessons. To be reviewed in the future.	Yes Yes	HBD HBD	9/7/20 9/7/20

School name	Henley Bank High School		
Assessment carried out by (name/role)	Stephen Derry (Headteacher), Martin Evans (SBM), Lloyd Warren (Chair of Governors), Ellis Whittam Limited		
Date of assessment	Ellis Whittam Limited – TBC Completed by SDerry – 9/7/20	Date of next review	TBC