

Risk Assessment

COVID-19 and September 2020 Reopening of School

About this assessment

This risk assessment template has been produced to prepare for the wider reopening of Northampton School for Girls in line with the Government's published COVID-19 Recovery Strategy.

A 'risk assessment' is an analysis of a work task, activity, situation or premises, which identifies hazards and assesses the risk they could present. This helps to identify appropriate control measures to prevent or protect against the risks, so far as is reasonably practicable. **The whole process helps us to ensure that risks are well managed.**

This risk assessment is specific to the significant risks presenting from COVID-19, in particular the reopening of Northampton School for Girls in September 2020, following the national closure of schools to most pupils from 20th March 2020 and the subsequent Government guidance published on 2 July regarding a full opening. It does not extend to other risks associated with general school operation. These are addressed via separate existing risk assessments for the school.

Risk Assessment

Risk Assessment

Activity:	COVID-19 - Preparing for September reopening	Version No:	3
		Assessed By:	Gallagher's
Location:	Northampton School for Girls	Approved By:	Northampton School for Girls Governing Body
		Issue Date:	12.06.2020
		Revision Date:	02.09.2020

Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed:

- Employees, contractors or visitors.
- Employees and their family members
- Students, and their family members

How might people be harmed:

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.

Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

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Activity:	COVID 19: Preparing for wider re-opening of school					Version No:	1.		
						Assessed By:	Gallagher's		
						Approved By:	Northampton School for Girls		
						Issue Date:	12.06.2020		
						Revision Date:	02.09.2020		
Consequences	Persons affected	Existing Control Measures (Where appropriate)	Impact	Likelihood	Total Risk	Additional Control Measures (Where appropriate)	Impact	Likelihood	Total Residual Risk
Risk 1: Inability or failure to maintain appropriate social distancing (NSG recognises 2m as the target for social distancing) in classrooms or other school spaces									
Increased exposure risk to Covid-19 and potential for spread	Staff Students Visitors Contractors /AMEY	<p>Staff/Adults are to maintain 2 metres (M) between them where possible and are reminded of this regularly.</p> <p>Minimise contact between individuals and maintain social distancing where possible.</p> <p>Whole year group 'bubbles' kept apart to minimise the number of 'contacts' between students and staff.</p> <p>Classrooms have been strategically allocated to limit and reduce interactions and sharing of rooms.</p> <p>Where staff need to move between classes and year groups, they should keep their distance from pupils as much as possible, ideally 2M from each other.</p> <p>Unnecessary equipment has been removed from spaces to avoid potential contamination and reduce cleaning demand.</p>	5	4	20	<p>Communal staff areas have been reconfigured to maintain 2M distancing where possible.</p> <p>Seating and tables in all rooms being used to be configured to ensure that students are seated side by side, where possible, and facing forwards.</p> <p>One-way systems across the site will reduce movements in corridors, entrances and exits and signage will be used to guide students when moving from one area to the next.</p> <p>Staff should avoid close face-to-face contact and minimise time spent within 1M of anyone.</p> <p>'Return to school' guidance to all students to be delivered by tutors as part of the first session of the day upon students' return in September. Registers taken to ensure that students that are not present attend training upon their return to school. Presentation materials to be made available on shared drives. Ensure signage reminders are highly visible in corridors and all classrooms rooms used, as well as screens.</p> <p>Consider doing activities outside where possible.</p>	5	2	10

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		<p>Signage reminders are in place across the school site to remind students of the systems of infection prevention and control.</p> <p>Students will need to sign up for after school provision in advance. This will be offered according to year groups in order to minimise transmission between different groups of students.</p> <p>Ensure that everyone on site has followed appropriate hygiene measures before entering the building and exiting.</p> <p>Offices and communal areas have been rearranged to encourage social distancing where there is more than one occupant.</p> <p>Main reception to use 'sneeze-screens' or glass screens to be used in Spinney Theatre when registering students.</p> <p>Hand sanitiser will be available in classrooms or/and in public areas throughout the school.</p> <p>Deliveries to main reception, for larger items, will remain consistent teams of staff.</p> <p>Governors meet remotely where possible. Only essential face-to-face meetings will take place, for example to meet health and safety obligations.</p> <p>All portage to be collected by AMEY staff.</p>				<p>Keep groups of children in single rooms as far as possible to reduce opportunity for cross contamination.</p> <p>Students will not be on site for beyond directed times. This will be indicated in the 'Guide to Parents and Carers'.</p> <p>Additional entry/exit points to be opened to allow social distancing as numbers of staff and students on site increase. Staff will be redeployed as marshals to support students with social distancing.</p> <p>Strict hygiene rules to be implemented; all students and staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Use alcohol-based hand sanitiser on entry and exit of classroom spaces. • Wash or use hand sanitiser at regular intervals throughout the day. <p>Staff will be encouraged to remain on site at lunch times and break times to minimise risk of transmission. Sixth Form students will also be encouraged to remain on site at these time to minimise the risk of community infection.</p>			
Risk 2: Access to and egress from site									
<p>Increased exposure risk to Covid-19 and potential for spread</p> <p>School security potentially compromised through change of routine</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors /AMEY</p>	<p>Visitors</p> <p>All non-essential visits to the site (students and staff) will be stopped.</p> <p>Site access points will be monitored to monitor social distancing.</p>	5	4	20	<p>Visitors</p> <p>Stop all visitors to site without pre-booked appointment to limit the number of people on site.</p> <p>Distribute 'Guide for Parents and Carers' which will communicate expectations of parents and carers including:</p> <ul style="list-style-type: none"> • Modified arrangements for drop off/collection 	5	2	10

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		<p>All persons will be required to wash their hands or use hand sanitiser before entering or exiting the site. Signage will be used to encourage these behaviours and hand sanitiser will be provided in reception and key areas.</p> <p>Common contact surfaces in reception, office, access control and delivery areas regularly cleaned particularly during peak flow times. (AMEY)</p> <p>The number of people in attendance at site inductions will be reduced and, where possible, these will be held outdoors.</p> <p>All visitors to the site to be made aware of site rules. A guidance leaflet will be available on reception.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs/information leaflet in reception regarding good hygiene.</p> <p>Students/Staff Students/Staff who are showing any of the symptoms of Covid-19 must not come to school.</p> <p>Students/Staff must declare if they have a member of their family displaying signs of Covid-19 and must not come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>Reminders of the Government's updates will continue to be shared with staff directly and through other internal communications, for example Monday Morning Messages from the Headteacher.</p> <p>All students in Year 7 will be registered at the Spinney Theatre behind glass screens on the first two days of attendance.</p>			<ul style="list-style-type: none"> No gathering on school site No entry to school site without prior permission <p>Install signage at entrance and exit points clarifying expectations and routes of entry / exit.</p> <p>Ensure other controls are in place to maintain security, including changes to door locking routines and signing in/out procedures.</p> <p>Communicate expectations with parents/carers regularly including:</p> <ul style="list-style-type: none"> New arrangements for drop off/collection. No gatherings on school sites. No entry to school sites without prior appointment. <p>Change the number of entry/exit points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Advise staff to make full use of extensive car parking facilities to assist social distancing as they arrive.</p> <p>Access to school lifts to be minimised and not to be used for more than one person at a time.</p> <p>Staff to receive updated health and safety training as part of September inset provision.</p> <p>Additional arrangements have been made for communication with staff over the summer break, should this be required. The process for this has been shared with staff.</p>			
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		<p>Students</p> <p>Students in Year 7 will be greeted and marshalled into the Spinney Theatre on the first two days of attendance from the entry points.</p> <p>Students in year groups 8 to 13 will go directly to their tutor bases. The information about tutor bases will be communicated with them directly.</p> <p>Floor markings will help to remind students to adhere to social distancing expectations across the site.</p>							
Risk 3: Insufficient availability of staff to fulfil all school duties									
<p>Inability to teach and care for students appropriately due to lack of staff.</p> <p>Inability to undertake other operational school functions</p> <p>Insufficient supervision contributes to lack of social distancing</p> <p>Inability to provide appropriate first aid and other welfare requirements</p>	Staff Students	<p>The following are considered:</p> <ul style="list-style-type: none"> Staff are informed about the changes to the Government guidance from 1 August. Staff consulted about their fitness to return to work All staff with medical needs preventing them from returning to work to be discussed in the first instance with the HR manager or Headteacher prior to them returning to teach students on site. First aiders: suitable and sufficient provision has been made for the provision of first aid, physical intervention, emergency procedures response, etc. <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and to remind others of the need to do so in order to help control the potential spread of the virus and maintain staff health.</p> <p>Staff absence lines monitored each morning.</p>	5	4	20	<p>A review of our curriculum offer is being undertaken as part of our 'Exceptional Curriculum' offer. This will include continue to include online learning as part of our 'Remote Learning' strategy.</p> <p>Staff will be provided with additional training as part of the inset training days in September to further develop their competencies with Remote Learning and this will be followed up with subject leaders.</p> <p>Staffing levels are in place to ensure sufficient capacity to absorb impact of staff non-attendees. For example, the senior leadership team.</p> <p>Use of trusted and reliable supply agencies. Staffing includes highly experienced cover supervisors who have been with the school for a significant period of time.</p> <p>Assessment of the availability of staff for all activities during the school day, including lunchtime and break supervision, and to provide support for students with special or additional needs. Redeployment of associate staff as to meet the emergent needs of the school.</p> <p>Where possible staff should continue to conduct meetings remotely to help minimise the number of persons in communal areas.</p>	5	2	10

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Risk 4: Loss of key staff due to self-isolation									
Unable to use school	School occupants	Communication trees established. Leadership hierarchy in place.	5	4	20	Identify key activities with single point of control and train others – for example, SENDCo. Staff reserve list for all key positions: <ul style="list-style-type: none"> Safeguarding First Aid. 	5	2	10
Risk 5: Poorly defined expectations of staff									
Impact on staff wellbeing (staff become stressed or otherwise mentally unwell)	Staff	Staff deemed as ‘clinically critically vulnerable’ or ‘vulnerable’ have had individual calls from Senior Leaders or/and HR for wellbeing. The wellbeing of staff working from home has been monitored regularly via weekly contact with their line manager and SLT links. Expectations of Teaching and Learning have been defined via remote training sessions delivered by SLT. Staff Information area created on website, containing useful tools and resources for staff, including a FAQ document and signposting on how to access additional support. Clear expectations for teaching and learning have been provided as part of the ‘Exceptional Curriculum’ offer, ensuring staff understand how this blends with Remote Learning activities and professional responsibilities. A ‘Guide for Staff’ has been produced and distributed to ensure that staff are aware of the new arrangements. Mental Health First Aider on site (STA).	5	4	20	Occupational follow up calls will take place where needed. Additional external support available if required. Emails and announcements shared regularly by Headteacher and SLT. Reopeningschool@nsg.northants.sch.uk set up for staff to ask questions specifically relating to returning to work to allow SLT to capture all concerns centrally. This will form the basis of a Frequently Asked Questions resource that will be shared with staff. Individual risk assessments carried out as necessary for identified staff, including those that are pregnant. Sharing of this risk assessment with staff to ensure that areas have concern have been addressed. Risk assessment to be added to the website and updated in line with emerging guidance. Clearly explain support provisions in place, including access to PPE where the risk assessment identifies the requirement. School counsellor to provide additional support, if required to do so during this period. Additional external expertise to be utilised if required, alone with Employee Assist. Update ‘Guide for Staff’ as required and share this with all staff.	5	2	10
Risk 6: Suspected case of COVID 19 displaying symptoms whilst at school									
People become infected with Covid-19	Staff	If a person displays symptoms of Covid-19 (staff member or student) as follows:	5	4	20	Ensure supply of tissues and bin bags are provided in all medical rooms or any other space identified to host ill people.	5	2	10
Potential for further spread if exposure not identified and responded to	Students Visitors	A high temperature, or a persistent cough, loss of taste, or any additional symptoms as further				Ensure tissues and bin bags are provided in all medical rooms or any other space identified to host ill people.			

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		<p>updates are provided by the Government, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately (if staff). • Tell a staff member and be referred to first aid (if student) • Be isolated to designated area/room (all) • Avoid touching anything (all) • Go home as soon as possible (following existing school procedures for students) <p>All other persons are to maintain a safe distance from affected individual.</p> <p>Ensure PPE is worn if suspected case requires first aid and 2m distancing cannot be maintained (moisture resistant mask, apron, gloves and eye protection). All PPE will need to be disposed of carefully, using double bagging techniques.</p> <p>If suspected case needs to cough or sneeze, this should be into a tissue which is then put into a bin. If they do not have a tissue available, they will be advised to cough and sneeze into the crook of their elbow.</p> <p>Areas occupied and equipment used by the affected person will be identified and then thoroughly cleaned and disinfected following latest guidance. (AMEY)</p> <p>Where suspected cases are identified, and prior to AMEY staff entering the affected room, the Account Manager shall complete the associated Covid-19 Risk Assessment, which must be made specific and approved by the Account Director. (AMEY)</p> <p>If an area can be kept closed and secure for 72 hours, AMEY staff will wait until this time for cleaning the affected area, as the amount of virus contamination will have decreased significantly.</p>			<p>Follow published guidance on what to do if someone develops symptoms of Coronavirus (Covid-19) whilst at an educational setting:</p> <p>Call Public Health England and follow any advice given. Ensure senior team has immediate access to numbers.</p> <p>Engage with NHS Test and Trace process. Ensure that staff members/parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms. • Provide details of anyone they have been in close contact with if they were to test positive for Covid-19 or if asked by NHS Test and Trace • Self-isolate for 14 days if they have been in contact with someone who develops Covid-19 symptoms or someone who tests positive for Covid-19. <p>Ensure that staff/parents/carers understand the process for booking a test.</p> <p>Ensure that parents/carers inform the school immediately following the results of a test: if they test negative, if they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection'.</p> <p>Training to be provided to all line managers and staff in identification of symptoms and procedures. Students to be provided with information in initial tutor meetings.</p> <p>First aid room and isolation rooms to be kept separate.</p>			
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		<p>Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the subsequent two weeks.</p>							
Risk 7: A Confirmed case of Covid-19 in school									
<p>Contamination and spread of the disease</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p> <p>School Closure</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors /AMEY</p>	<p>Notify the Headteacher immediately who will then advise NCC and AMEY, as per the guidance.</p> <p>The headteacher will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for Covid-19 attended the school – as identified by Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with that person, during the period they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will provide additional guidance. Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face to face contact with an infected person for any given length of time, within 1M, including being coughed on, a face to face conversation, or unprotected physical contact. 	5	4	20	<p>Staff and students to be told not to attend school if they display symptoms of Covid-19. If they have symptoms, they should stay at home for 14 days and arrange to be tested, they should only leave the house to attend the test or for a medical emergency.</p> <p>Anyone developing symptoms whilst at school should be sent home. Should they need to be collected, they will wait in the designated isolation room, away from other people. They should stay at home for 14 days and arrange to be tested, they should only leave the house to attend the test of for a medical emergency.</p> <p>The affected person should not return to school until a test has been carried out for Covid-19 and has returned a negative result.</p> <p>If the person is tested for Covid-19 and the result of the test is positive:</p> <ul style="list-style-type: none"> The school should contact Public Health England and follow any guidance given. Anyone with whom they have had close contact with (as defined by the guidance) should go home and self-isolate for 14 days. If no symptoms are developed, these people can return to school after 7 days. Close contact means: Direct close contact – face to face contact with an infected person for any given length of time, within 1M, including being coughed on, a face to face conversation, or unprotected physical contact Areas where the affected person has spent some time and objects that they had touched should be identified and thoroughly cleaned. 	5	2	10

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		<ul style="list-style-type: none"> Proximity contacts – extended close contact (within 1M or 2M for more than 15 minutes) with an infected person. <p>The health protection team will provide the Headteacher with definitive advice on who must be sent home.</p> <p>Enhanced cleaning (infection prevention and control) regimes in accordance with published guidance. (AMEY)</p> <p>Partial occupancy of school buildings to support effective cleaning (infection prevention and control).</p> <p>Signage will be displayed around school site, reminding all persons to undertake good personal hygiene.</p> <p>All staff and students reminded to adhere to social distancing</p> <p>Government advice relating to isolation shared with staff.</p> <p>RIDDOR reporting.</p> <p>AMEY to provide risk assessment as agreed with NCC regarding duties of cleaning and isolation of contaminated room in the event of a Covid 19 case in the school in line with PHE recommendations (AMEY)</p>				<ul style="list-style-type: none"> The school should contact Public Health England and follow any guidance given. Any staff attending the affected person should wear personal protective equipment, including mask/respirator to FFP3 standard, visor, gloves and apron and wash their hands thoroughly for 20 seconds after removing the personal protective equipment. <p>Household members of contacts who are sent home do not need to self-isolate themselves unless the young person or staff member that is self-isolating subsequently develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves with their 14 day isolation period, they should follow: 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>They should get a test and, if the test delivers a negative result, they must remain in isolation for the remainder of the 14 day isolation period. This is because they could still develop Covid-19.</p> <p>If the result is positive, staff/parents/carers should inform the school immediately, and must isolate for 10 days from the onset of their symptoms. Their household should then self-isolate for 14 days from when the symptomatic person first had symptoms, following 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>School identifies key personnel that will be responsible for ensuring that the cleaning processes are adhered to on a daily basis. The name of the nominated person is recorded and retained in a file marked "COVID-19: Site Actions" (FMN/GUS)</p> <p>Call Public Health England for advice and implement advice received.</p> <p>Contact tracing for RIDDOR reporting. (Further Governmental advice expected.)</p> <p>Additional pastoral support for students affected, to support with possible anxieties or worry.</p>			
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Risk 8: Spread of Covid-19 from exposure from others due to: 1) living/working with someone with a confirmed case. 2) Has come into close contact with a confirmed case									
People become infected with Covid-19 Potential for further spread if exposure not identified and responded to	Staff Students Visitors Contractors /AMEY	<p>Staff and students told to follow latest isolation guidelines should they find they have a new, persistent cough and/or a high temperature and/or loss of taste. Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.</p> <p>All essential visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught Covid-19)</p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain 2M social distancing where possible in line with PHE guidance</p> <p>All persons to use hand sanitiser and/or wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Hand cleaning facilities or hand sanitiser provided at entrance/exit points and should be used by all persons when entering and exiting the area.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Staff and students reminded regularly to follow good hygiene measures at all times via signage, staff briefings and other communication methods.</p>	5	4	20	<p>Staff and students have received clear guidance and will continue to receive reminders informing them not to attend school if they or anyone they live with display symptoms of Covid-19 or has Covid-19. They should stay at home for 14 days and arrange to be tested. They should only leave the house to attend the test of for a medical emergency.</p> <p>The potentially affected person(s) should not return to school until a negative test for Covid-19 has been returned for the person(s) displaying symptoms, or until a 14 day self-isolation period has expired with all person in the household free of symptoms.</p> <p>Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</p> <p>The school will call Public Health England for advice and implement advice received.</p> <p>Guidance for educational settings: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>	5	2	10

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		Ensure extremely clinically vulnerable persons are following the most recent guidance. Where these persons are staff members, maintain dialogue with these colleagues following advice from HR Manager and ensure the individual risk assessment is regularly reviewed in line with the most recent guidance. Where these persons are students, maintain dialogue with parents/carers.							
Risk 9: Poor hygiene by school occupants									
Increased opportunity for spread of the infection People become ill through contracting Covid-19	Staff Students Visitors	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school Wash hands regularly using soap for at least 20 seconds or use hand sanitiser Ensure good respiratory hygiene by promoting 'Catch it, bin it, kill it' approach Use sanitiser provided Minimise contact between individuals and maintain social distancing whenever possible. <p>Students reminded verbally to observe the hygiene practices detailed above regularly throughout the day by school staff. Notices on all classroom display boards that are in use and reminders on school screens in all areas.</p> <p>Staff and students reminded to avoid touching face/eyes/nose/mouth.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. (AMEY)</p> <p>Reporting processes in place for staff and students to report empty soap or sanitiser</p>	5	2	10	<p>Introduce welfare facility check sheets to confirm that soap and sanitiser dispensers are well stocked.</p> <p>Introduce infection prevention and control checklists for all staff using technical equipment (for example, ICT, science equipment, art equipment).</p> <p>Designated toilets for each year group.</p> <p>Monitor the number of people using toilet facilities at any one time e.g. use a welfare attendant/associate staff member to support. Ensure signage is in place.</p> <p>Staff toilets will be situated on the middle floor of each building.</p> <p>Identify and indicate rooms/areas that will not be used due to poor ventilation, for example Performing Arts.</p>	5	2	10

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		<p>dispensers so that they can be replenished as soon as practicable. Where replacements are not available, close off toilet areas.</p> <p>Provide suitable and sufficient bins with bin bags for hand towels with regular removal and disposal.</p> <p>Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored.</p> <p>Robust infection prevention and control checklists for all cleaning staff which must be signed off and quality assured as the end of each shift. (AMEY)</p>							
Risk 10: Lack of awareness of risks from Covid-19									
<p>Failure to adopt appropriate personal hygiene and/or non-engagement with infection control guidance & measures</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p> <p>Visitors/ Contractors</p>	<p>Posters displayed around site including all entrances.</p> <p>Staff briefings to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This includes informing personnel of the known symptoms.</p>	5	2	10	<p>To be updated as new guidance is released. Guidance, as released, to be shared through a variety of communication channels.</p> <p>Consistent review of risk assessment in light of new guidance issued.</p>	5	2	10
Risk 11: Infection prevention and control (cleaning) regimes insufficient or ineffective									
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p> <p>Loss of confidence from staff and</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. (AMEY)</p> <p>Infection prevention and control guidelines information to be made available to staff – to</p>	5	4	20	<p>Identify cleaning staff working patterns to ensure that sufficient coverage in terms of personnel is available both during and after the school day (AMEY)</p> <p>Implement a 'clean as you go' culture, with school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson. Staff to receive training on procedures as part of September training day. Wipes to be provided in all classrooms and stock levels to be monitored daily.</p>	5	2	10

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students in ability to keep them safe		<p>be shared during the induction of staff and remotely.</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily. (AMEY)</p>				AMEY to be included in staff communications so they are kept updated of developments in school and expectations. Note most cleaners do not use school email. <u>Alternative methods of effective communication must be put in place.</u>			
Risk 12: Lack of required Personal Protective Equipment									
Staff or students exposed to greater risk of infection from Covid-19	Staff Students	<p>Routine school operations requiring PPE identified, for example the provision of intimate care.</p> <p>First aid and intimate care to use the following PPE at all times:</p> <ul style="list-style-type: none"> Mask/Face shield Apron Gloves <p>Supply chain for usual stock identified</p> <p>Hold stock at sufficient capacity to cover a minimum of three weeks requirements at all times. Ordering in advance of stock depletion.</p>	5	4	20	<p>All PPE to be disposed of as per guidance. Training to be provided to staff requiring this.</p> <p>Identify multiple sources of all PPE identified, as required through this risk assessment. Do not rely on a single supplier</p> <p>Establish a working group, to centrally monitor PPE stock levels and procure supplies.</p> <p>Facilitate sharing of supplies with local schools where temporary supply issues present.</p>	5	2	10
Risk 13: Increased risk of harm to vulnerable staff or students, including those with SEND									
<p>Particular individuals or groups are exposed to Covid-19</p> <p>Particular individuals or groups are put an unacceptable risk due to changes in school operating procedures</p>	Staff SEND students	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> Personal Emergency Evacuation Plans Intimate care requirements <p>Records kept of students with specific identified health needs.</p>	5	4	20	<p>Review risk assessments in place for specific purposes for specific people/groups</p> <p>Conduct staff survey to identify colleagues who may for any reason be at greater risk from Covid-19</p> <p>Communicate with identified vulnerable students/staff to remind them of government guidelines about keeping safe. Individual risk assessments to be completed as required and appropriate protective measures to be implemented.</p> <p>Individual risk assessments to be conducted for students with SEND. Direct communication with parents and carers about processes in place to reduce infection.</p> <p>Tailored guidance for students to ensure they understand the procedures in place, and that they must adhere to, in order to</p>	5	3	15

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						<p>keep safe at the school. Information provided to them so that they also understand how staff will support them to be safe.</p> <p>Advise identified individuals or groups if they cannot be safely cared for at school – consider how this will be sensitively communicated. Ensure that remote learning is in place for these students to avoid loss of learning.</p> <p>The school acknowledges the disparities and outcomes of Covid-19 as outlined in the following document:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>The school has implemented extensive measures to increase the social distance between staff in any communal areas and in classroom space.</p> <p>The school recognises that members of the BAME community may be particularly anxious and, therefore, will work with individual members to support their safe return. The HR manager will contact individuals in the first instance and follow up meetings will be held as required by the HR manager or the Headteacher. The school will carry out individual risk assessments as required and support appropriate preventative measures. The school will continue to keep this under review as more scientific and guidance is provided by the government.</p> <p>All staff should continue to hold meetings remotely where possible.</p>			
Risk 14: Injury or illness suffered during school occupation									
Staff and first aiders come into close contact with potential Covid19 case	Staff Students Visitors First aiders	<p>Normal school operating procedures apply with the addition of PPE as required.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash</p>	5	4	20	<p>Ensure all staff have easy access to the list of first aiders in the school.</p> <p>Medical room identified as a secure room to treat/monitor ill person.</p> <p>Ensure all first aid boxes include supply of appropriate PPE</p> <p>Identify secure room to treat / leave ill persons</p>	5	2	10

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		hands and ensure the affected area is cleaned upon completion. New PPE provision purchased for all First Aid boxes.				Nomination of 'duty' first responder. Restrict educational activities to low risk only. Isolation room for suspected Covid-19 cases.			
Risk 15: Restaurant use - exposure from large numbers of persons									
Increased opportunity for spread of the infection People become ill through contracting Covid-19	Staff Students Visitors	<p>All persons required to stay on site once they have entered it to avoid additional opportunities for Covid-19 to be transmitted into the school.</p> <p>Food and drink to only be consumed in dedicated facilities/areas. Whilst eating in classrooms will help with separation, consideration should be given to the potential spread of infection during meal time with regular hand to mouth contact and the cleaning requirements this may bring.</p> <p>Hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Posters to remind people to wash hands prior to entering restaurant or other allocated areas.</p> <p>All persons should social distance from each other whilst eating. They are reminded by school staff to do this. Where outside eating is possible, this will be encouraged.</p> <p>Although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice anyone handling food must wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including:</p> <ul style="list-style-type: none"> • before and after handling food • when moving between different areas of the workplace, and 	5	3	10	<p>Timetable revisions to allow greater separation of students at lunchtimes.</p> <p>Increase the number of serveries across the school site to minimise numbers. Dedicated serveries for each year group bubble.</p> <p>Hand washing facilities or hand sanitiser available at the entry to each servery, with clear signage reminding students/staff to use this.</p> <p>Remove excess tables and chairs from restaurants to encourage social distancing</p> <p>Ensure social distancing of 2 metres while awaiting entry at restaurant or eating areas.</p> <p>Consider staggering shift starting times to minimise crowding at entry points and ensure social distancing, including in social areas, canteens and rest rooms.</p> <p>Limit opportunities for contact between staff permanently based at the workplace and transient staff such as hauliers, transport staff and contractors.</p> <p>Visible marshals to supervise entry points. All SLT on duty at break times and lunchtimes.</p> <p>Ensure staff are dressed in an agreed and approved manner – any PPE, work wear, face coverings are issued and/or approved to ensure they not introducing a hazard to food safety.</p>	5	2	5

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		<p>especially after being in a public place</p> <ul style="list-style-type: none"> after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow <p>Food packaging should be handled in line with usual food safety practices.</p> <p>Any food handler or other employee who develops COVID-19 symptoms must self-isolate at home and should arrange to have a test by visiting a testing centre or contacting NHS 119 by telephone if they do not have internet access.</p> <p>AMEY has increased the frequency of cleaning in high traffic areas of the school, for example reception areas, toilets and key working areas.</p> <p>Cleaning is carried out a minimum of 3 times a day, with full cleaning carried out each evening after school. (AMEY)</p> <p>All rubbish and waste is put straight in the bin by the user and not left for someone else to clear up.</p>				<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Install screens / barriers to protect staff operating till points from regular and close contact with customers. (AMEY)</p>			
Risk 16: Use of changing facilities, showers and drying rooms									
<p>Potentially difficult to maintain social distancing.</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p>	<p>Provide suitable and sufficient rubbish bins, with bin bags, in these areas with regular removal and disposal.</p> <p>Students will be kept in consistent groups.</p> <p>Enhanced cleaning regimes will operate between group activities.</p>	5	4	20	<p>In the first two weeks, light exercise will be implemented as part of curriculum provision, meaning that changing facilities will not be used or required. Students will only be required to change into their trainers. This will take place outside where possible. Where this is not possible, large areas of the school that enable appropriate social distancing will be used.</p> <p>This will be reviewed in week 2 of the autumn term to allow students to engage in broader P.E provision. We will continue to monitor Government guidance.</p>	5	1	5
Risk 17: Insufficient maintenance of school environment and facilities (including electrical and mechanical plant)									

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Risks to health of occupants if statutory safety and function checks not carried out	Staff	Site teams provided with list of facilities management activities to complete and receive automatic reminders. (AMEY)	5	2	10	Site teams provided with checklist as a reminder by AMEY prior to school re-opening so compliance position is demonstrated. (AMEY)	5	2	10
Risk of infection from insufficient cleaning during period of partial occupation	Students	Weekly 'keeping in touch' calls taking place between School Leads and AMEY to confirm appropriate routines in place. (AMEY)				Any areas of school not full cleaned since partial shutdown to be cleaned in accordance with the latest infection prevention and control (cleaning) guidance. (AMEY)			
	Visitors	Cleaning has continued to take place during partial opening of the school.							
Risk 18: Outbreak of fire									
Social distancing rules breached during school evacuation	Staff	Existing FRA and associated evacuation procedures	5	2	10	Inform all occupants of amended procedures.	5	2	10
School closure	Students					Muster point changed to provide additional space.			
Damage to property	Visitors					Signage displayed in muster point, in line with social distancing guidance.			
Injury to people						Ensure trained fire warden on site during occupied hours.			
						Complete & maintain accurate property occupancy register maintained during occupied hours.			
Risk 19: Dedicated school transport									
Increased opportunity for spread of the infection	Students	Assurance sought from bus operators that appropriate cleaning and hygiene measures in place.	5	4	20	Driving staff will be issued with PPE (face masks and gloves) and must ensure they are in place before entering the vehicle and worn during the whole time of their duty.	5	2	10
People become ill through contracting Covid-19	Staff	Students using the dedicated bus service remain in consistent 'bus bubbles' and do not mix with other members of the public.				Students will be required to use a face mask at all times whilst using the dedicated school transport.			
		Driving staff should only drive as instructed, clean their vehicle and return home until their next shift. Staying on the premises between work schedules will not be permitted				Students will be required to fill the vehicle from the back, and unload from the front to minimise passing wherever possible.			
		Driving staff are not permitted to use the fuel or ad blue pumps, only the authorised staff will carry this task out and then will use PPE equipment.				Driving staff must stay seated whilst loading and unloading passengers.			
						Staff are advised to wash their hands for at least 20 seconds before and after driving duties			

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		<p>Driving staff will be allocated the same work, in the same vehicle daily wherever possible. Vehicle keys will be picked up on a Monday morning and returned on a Friday evening (or beginning and end of weekly shift)</p> <p>Driving staff will be fully responsible for keeping their vehicle clean, using anti-bacterial wipes and any other appropriate equipment. Fogging and any deep cleaning requirement will be carried out by a delegated person.</p> <p>Any vehicle keys should be cleaned using anti bac wipes upon collection and return.</p> <p>Where the wearing of face masks is not required by passengers i.e. school contracts, the air conditioning must not be used.</p> <p>Parents and Carers have been informed that students should use the hand sanitiser provided when entering and exiting the bus and that we will require all students to wear face coverings whilst using the school's dedicated bus service. This will be reviewed as further guidance is issued. Communication with parents outline the procedures for handling face coverings upon arrival at the site and sanctions if students using this service do not meet the expectations of the processes.</p>				<p>Lost property should be bagged and left on the vehicle for collection on the next trip (PPE should be worn).</p> <p>Drivers should not touch any property or items without the correct PPE.</p> <p>Any government legislation should be followed by drivers and public at all times. (Drivers will call the office/emergency phone for advice in any situation they are unsure of, or in an emergency)</p>			
Risk 20: Travel off site									
Increased exposure risk to Covid19	Staff Students	<p>Conduct meetings electronically or via telephone wherever possible.</p> <p>Cancel school trips, visits and events.</p> <p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p>	5	4	20	Where safeguarding visits take place, private occupancy of vehicles will take place at all times.	5	2	10

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		<p>All persons advised to limit their use of public transport and, if doing so, to wear face masks in line with recently released Government guidance.</p> <p>Where travel is essential, use private single occupancy where possible.</p>							
Risk 21: Deliveries & waste collection									
Poor adherence to social distancing practice from delivery / collection drivers puts school occupants at risk of infection.	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Waste collection operatives</p>	<p>Signage in reception areas reminding visitors to maintain social distancing.</p> <p>Floor marking tape used to signal distance to keep from reception desks.</p> <p>Staff advised not to approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to be disposed of in bins immediately or site teams asked to remove it as soon as possible. Minimise handling.</p>	5	4	20	<p>Signage erected at delivery points reminding drivers to maintain social distancing and to use hand sanitiser or PPE where practical for them to do so.</p> <p>Antibacterial wipes/spray made available for staff to clean any products delivered prior to handling.</p> <p>Amend waste collection times where possible to limit potential for interactions.</p>	5	2	10
Risk 22: Contractors attending school sites									
<p>Contractors may be exposed to Covid-19 from within the school environment</p> <p>School occupants may be exposed to Covid-19 from contractors</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Only contractors carrying out essential maintenance, deemed necessary by the Headteacher, to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage.</p> <p>All contractors are to wash their hands or use sanitiser upon entering the site.</p>	5	4	20	Contractual guidance provided by AMEY.	5	2	10

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		Site inductions are to be carried out with all contractors following social distancing principles.							
		The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user.							

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RISK ASSESSMENT MATRIX

RISK						
Impact	5	5 (Y)	10 (Y)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (Y)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
G - Green Y - Yellow O - Orange R - Red		1	2	3	4	5
		Likelihood				

Impact – consider the potential harm	
5	Critical / catastrophic (fatalities, long term hospitalisation, long term school shutdown)
4	Major injury/issue (multiple injuries requiring professional treatment, temp. school closure)
3	Moderate injury/issue (injury requiring hospital treatment, significant disruption in school)
2	Minor injury/issue (only requiring basic first aid intervention, low level disruption in school)
1	Negligible impact / insignificant (No injury or treatment required, school day not affected)

SCORING GUIDANCE

LIKELIHOOD – how likely is it?	
5	Almost Certain (reasonable to expect it will happen, possibly frequently, and within the current year)
4	Probable (event is likely to occur but is not a persisting issue)
3	Possible (has potential to occur but little likelihood)
2	Remote (unlikely to happen / event not expected)
1	Very unlikely (not foreseeable / exceptional event)

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory note:

RED Very high risk. Stop the activity and make improvements.	AMBER High Risk. Additional measures required.	YELLOW Medium Risk. Tolerable, subject to monitoring.	GREEN Low Risk. Acceptable
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