

SHS COVID SECURE RISK ASSESSMENT: **Computing Department T5** See note in yellow. Sept 2021

RA No:	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
		23		4	3	5	17					2

Hazard: Transmission of infection / Breaching of social distancing bubble

Control measures to reduce the risk:

NB – Whilst this RA has been written specifically for T5, the measures must be adopted for R2 and S7 IF the teacher uses the computers with students working in those rooms.

Entrance/Exit:

The entrance/exit to T5 will be from the front entrance to the tech block.

Staff will collect students in Y7/Y8 from their form room and escort them to the specialist room. Where other year bubbles may be using blocks/specialist areas at the same time, staff will ensure a 2m+ social distance bubble will be kept between students when entering and exiting the building. The same applies as staff escort students back to their base rooms.

Students in Y9-Y13 will be dismissed from their year group zones at staggered times to move to the specialist room using prescribed outdoor routes. Students in Y9-13 are not to move to specialist rooms through the buildings or through other year group zones. Specialist staff will be at the specialist room to supervise arrival and entry to the room and monitor student movement in their area to ensure social distancing between year groups is observed. Students in Y9-Y13 will be dismissed from the specialist rooms at staggered times and will take the prescribed route back to their year group zone and room.

Students will only take materials/equipment specifically needed for the practical lesson to the specialist room. Other belongings and bags etc. will be left in the form room. **Bags for students in Years 10 & 11 are now permissible in T5.**

Staff will ensure that students use the year group toilets before leaving the form room so that toilet visits during the practical lesson are emergency visits only. Students will be instructed to keep 2m+ from other year group students in the toilets.

Under the direction of the teacher, students enter the room individually in an orderly fashion and make their way to their allotted workplaces.

Each student and member of staff will use antibacterial hand sanitiser when entering the room.

Cleaning:

- There is a cleaning station at the front of the room. This includes wipes for the IT equipment that each student will use to sanitise the computers.
- Mice and keyboards will be cleaned with sanitising wipes at the start of every lesson. It is advised that students do NOT use USB memory sticks as that will require touching the computer (a plastic surface). For transportation of work, all students have been shown how to use Teams and OneDrive so that they can upload work at school and from home and access in both locations.
- Students will use sanitising wipes to wipe down their desk area and chair after use.
- All sanitising wipes will be placed in the green bin and the contents disposed of as per government regulations.
- **See RA 11 Computers, Phones and Equipment.**

Air Conditioning

The system is an internal air conditioning system and under the current government regulations can only be switched on providing there is natural ventilation. Therefore, this can be used if the windows are open, but should not be used whilst the windows are closed.

Seating

Large groups.

Students will sit at workstations a suitable distance apart. Most face the walls and windows and are approx. 1.5m back to back with those behind them. The spacing of desks is suitable that face-to-face contact is sufficiently distant. This occurs on the centre isle area with students facing each other, however, those students opposite each other on the middle desks are 1.75m apart (minimum).

Small groups.

For smaller groups, students on the side nearest the T6 office will sit at alternate workstations (even numbered). Students opposite them will sit at odd numbered seats. The centre isle will accommodate 10 students spaced like this. The workstations by the window can be spaced odd or even to separate the students as necessary.

The measures suit T5 and S7. Room 2 has forward facing computers.

Health and First Aid

See Suspected Case of Covid-19 Risk Assessment.

The nearest phone is in the T6 office.

Arriving at lesson

On the very first occasion, students will be directed to a workstation according to the specific layout. Subsequent lessons, students will go to their allocated computer straight away, where they will sit and wait until everyone is settled. They will not log on until wipes have been used.

Lunchtime Access

Lunchtime access is available for detentions (Fridays) and some other instances including student meetings with staff.

Printing

- Students MUST, wherever possible print their work at home.
- Printing MUST be kept to a minimum in school, but should students need to print their work, they should ask before getting up and accessing the printer. Should issues arise (paper jams, toner, run out of paper), no more printing will be done, and all current prints cancelled.