

SHS Covid Secure Risk Assessment: GENERAL HEALTH, HYGIENE AND SOCIAL DISTANCING – SEPT 21

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
3		4	3	5	17				2	2	5	9

Hazard: Transmission of infection

Control measures to reduce the risk:

This Risk Assessment has been updated to reflect Step 4 guidelines July 21 and **Operational Guidance for Schools**. Updates are in yellow.

Public Health England May 2020:

“COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19). Fortunately, normal cleaning methods do kill this virus.”

- ALL staff and students are expected to follow these guidelines, risk assessments and protocols at all times.
- Form Tutors give regular H&S PP presentations to students updating them about health and hygiene protocols.
- At the start of each day, staff will log on and check for any update emails that have been sent by the Headmistress or SLT.

Symptoms – no matter how mild.

No one with symptoms of Covid-19, no matter how mild, should attend the High School. They should follow HMG [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

Social Distancing:

Social distancing rules have been lifted with effect from July 19th. It is likely to take some time for students and staff to feel confident and comfortable in each other’s space. We must all respect each other’s preferences and ask if someone is comfortable when moving in to work at close contact with each other. Test and Trace operates on close contact. The School will continue to work to identify close contacts, as per the government’s definitions, as School is best placed to do this quickly and effectively.

Year Group Zones:

The School will continue to be “zoned” into Year Group areas for Term 1 September ‘21. This will be reviewed during the term with hopes to return to lessons in departmental areas from T2 once we have assessed autumn transmission and infection data. Year groups will continue to have the majority of their lessons in their Year Group Zone but specialist lessons in specialist rooms. Breaks and lunch times are spent in form rooms and designated outside space. Weather permitting, students are encouraged to spend lunch times outside. Each Year Group Zone has allocated separate toilets. Teachers will move to zone rooms for each lesson. If the lesson is to be held in a specialist teaching room, teachers will establish routes with their classes during September. **Lessons in specialist practical rooms are to be dismissed 2 mins ahead of the bell.**

Students MUST not enter another year group zone unless under the supervision of a member of staff accompanying them to a location in a different zone.

Staff must follow the **Offices and Staff Desks Risk Assessment**.

Classrooms have been arranged with desks facing forward. Furniture and seating is not to be moved. Classrooms, offices and the Conference Room are Microsoft Teams enabled as the School is operating Microsoft Teams. During T1, collaborative learning will enable students to work in groups and build confidence. Teachers will move around to work with groups and individuals. We must respect each other’s preferences and ask if someone is comfortable when moving to work at close contact with each other. At the point of lessons moving back to department zones, teachers will organise desks as they prefer. During T1, they remain in rows due to the number of teachers using each room.

Staff and students are not to linger in groups in indoor enclosed spaces. [See Movement Around the Site Risk Assessments](#).

Classroom Cleaning Stations:

Each classroom has a cleaning station containing materials such as disposable gloves, nappy bags, kitchen roll, antibacterial spray & wipes and a green bin. Wipes & kitchen roll should be placed in the green bin. Personal tissues should be bagged in a nappy sack, sealed and placed in the green bin. No other waste is to be placed in the green bin. It will be disposed of by the contract cleaners.

Hand Hygiene:

All staff and students are to practice good hand hygiene (as per advice posters around site) and wash hands/use sanitiser multiple times during the day. Handwashing must be for at least 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and nose blowing, before eating or handling food, or when you get to work or arrive home. Staff issue regular reminders. Hand sanitiser is of the correct alcohol content. All soap dispensers are filled with antibacterial sanitising hand wash. Avoid touching your face, mouth, nose and eyes with unwashed hands.

Hand sanitising pumps are wall mounted at all entry/exit points and communal areas and must be used on entry and exit to a room/building. Wall mounted pumps have been installed in all classrooms by the door. When running low (rather than waiting to be empty) notify site staff for a re-fill. All bottles will be checked by site staff on a regular basis. Staff should carry a small personal sanitiser bottle for personal use. This can be refilled in the same way. Students are strongly advised to carry their own personal dispenser. SHS has established very good hand hygiene routines and these are to be maintained. Constant reminders given to staff and students.

Gloves are available around site for staff and students. These should be disposed of in the green bins. When doing antibacterial cleaning, gloves must be worn.

Respiratory hygiene:

Catch it, kill it, bin it – Cover mouth and nose with disposable tissues when coughing or sneezing. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Place personal tissues in a nappy bag, tie and dispose of in the green bin and immediately wash hands with soap and water for 20 seconds or use hand sanitiser. Do not sneeze/cough over equipment. Tissues, anti-bacterial spray and kitchen towel are available in rooms. Wear gloves, place waste in a nappy bag & and dispose of in the green bin.

Face coverings:

With effect from 19th July, HMG rescinded the recommendation for students and staff to wear face coverings. [However, HMG still advise face coverings to be worn in enclosed spaces which are poorly ventilated, crowded or with people with whom you would not normally meet.](#) The High School continue to require students to wear face coverings (visors/shields are permissible) whilst in the corridors, all of which are enclosed and crowded at lesson change/break/lunch. This does not apply to students with medical exemption. [Students and staff may continue to wear face coverings in lessons if they so wish. HMG and LCC still expect face coverings to be worn on public transport and designated school transport for the duration of the journey.](#)

The front of the face covering should not be touched. Hands should be washed/sanitised when putting the mask on and taking it off. Fabric coverings should be washed at 60 degrees on a daily basis. When removing face coverings during the day/at the end of the day, they should be stored in the nappy sacks provided, taken home and washed. Disposable face coverings should be bagged in a nappy sack and disposed of in a green bin. Disposable face masks should be replaced on a regular basis and/or when damp.

Movement around site: [See Movement Around Site risk Assessment](#)

Year groups have their own entry/exit points, stairwells, toilets and corridor zones. There will be increased movement around site from T1 to access the specialist rooms more. Teachers will establish routes and lining up procedures in September.

Risk Assessments (RAs) and signs:

Thorough and detailed risk assessments have been created, shared and consulted upon with staff, governors, parents and students. The RAs explain the stringent measures to minimise the risk of transmission and infection. RAs and signs to be followed at all times. Staff will sign that they have read the RAs. Students are given regular H&S briefings.

Ventilation: See [Movement Around Site Risk Assessment](#)

Doors are to be wedged open to create a free flow movement, increase ventilation and reduce the need to touch door handles and doorplates. If staff open windows they are to use wipes/sanitiser when they open and close them. Enough windows are to be left open in rooms and office to create a constant background ventilation and more fully during breaks to purge air in the space. Due to the type of air conditioning units we have at SHS, windows must be open if the AC unit is on.

Fire Orders:

Normal fire orders in place with a greater distance between year groups (5m+). In the event of a fire, students & staff exit via the main primary escape route signposted and assemble on the school field. If safe to do so staff should shut doors and remove wedges as they go.

Handrails, door plates and door handles: See [Movement Around Site Risk Assessment](#)

Staff and students should avoid using handrails if they feel safe to do so. Handrails will be sanitised by the day cleaner and as part of the main daily school clean.

Staggered starts and finishes:

The start of school is naturally staggered. Year groups will continue to follow a rota to use the canteen at break and lunchtime.

Clear surfaces and unnecessary items:

Staff must keep work-spaces and surfaces clear in order that an effective daily clean can take place. Areas should be kept clear, tidy and de-cluttered.

Lockers: [Please also see PE Risk Assessment 26.](#)

Partial locker use currently in place, which will be reviewed in T1. Students use lockers to store coats and PE kits and are shared one between two (with students from the same year). Students should continue to bring only what they need on a daily basis in case of self-isolation and to minimise movement and lingering around the locker areas.

Specialist Room allocation and specialist equipment use: [See Subject Specific Risk Assessments and Cleaning Risk Assessment.](#)

Staff shared equipment – see [Computers, Phones and Equipment Risk Assessment.](#) Staff should continue to use their own set of board pens.

Enhanced Cleaning: [See Cleaning Risk Assessment.](#)

Suspected or Confirmed Cases of Covid 19: [See Suspected/Confirmed Cases Risk Assessment](#)

Lateral Flow Device Tests:

The School has an ATS Test Room and has adhered to the operational specifications set out by the DFE, including the training of a test team and parent volunteers. Testing of staff and students on site has taken place since Jan '21 and staff and students home test each Wednesday and Sunday. Please see school website letters for more information.