

SHS Covid Secure Risk Assessment: KEY WORKER SUPERVISION ROOM(s) FROM 04 01 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
8(a)		4	3	5	17				2	2	5	9

Hazard: Transmission of infection / Breaching of 2m social distancing bubble

Control measures to reduce the risk:

Remind students of good hygiene routines throughout. Staff and students must wear their face coverings at all times in S7 and communal areas due to the increased transmission of the new variant.

Students accessing supervision during lockdown should arrive between 8.30am – 9am. Students should enter via the reception door and into S7 from the Quad door marked for staff only. Students and staff must sanitise their hands on entry and exit from the room. When leaving site, students should use the green pedestrian gates.

Supervision staff will register students at normal times and inform Mrs Earl. Students instructed by staff not to share computers, desk space, and equipment. For the duration of this lockdown, the group will form their own distinct bubble, however, S7 has been organised into year group areas and if at all possible, this should be maintained.

Doors in the area will be pegged back with door wedges to reduce the need to touch handles and door plates.

Students will be working on their remote learning work set by their teachers on Teams. Students should bring additional work or a book as PE lessons, PSHCE etc will not be taking place. There is a book box in the room. Students will need to use their MFL/Computing headphones whilst working as the group is made up of different classes in different year groups who will all be working on different subjects at different times. Spare headphones will be available for loan for the duration of the lockdown. Students should work at the same computer each day.

There should not be unnecessary moving around but with small numbers, staff can be flexible in students moving between “their” space and “their” computer. There are anti-bac wipes and hand sanitiser for use during the day. Wipes should be disposed of in the small GREEN bin.

For the duration of lockdown, the group may use the quad as their outside space (weather permitting). Lunch and break times are as normal timetable. When Y11 and Y13 return, the KW group will be the first group in each day. Food can be ordered from the canteen as it was during the first lockdown.

If students have finished work for the day, or staff feel a break would be good then be flexible, that is fine. Allow occasional supervised time in the quad if the group need a break. Students must NOT wander the site, go to their lockers or move room to room. Keep movement to as small an area of the site as possible.

The group will use the downstairs MFL toilets. Stress good hand hygiene.

With small numbers of students needing supervision, the supervising staff can organise “shifts” between them across the course of the day. Students MUST not be left unsupervised.

If staff do decide upon a shift approach, they need to follow the **Computer, Phones and general equipment Risk Assessment** between users.

At the end of the day, students should be dismissed on the first bell from the quad door. Supervising staff must ensure children are collected or leave as per means agreed between parent and child. Those getting the school buses should walk via the pedestrian green gates onto the front lawn and not the back courts. Bus duty is supervised by SLT.

In the event of a fire, students & staff exit into the quad and assemble on the field. The member of staff should shut doors and remove wedges as they go.

In the event of an emergency/first aid contact the reception for support. There will be a walkie talkie in S7 and there are phones in the two offices opposite S7.

In the event of increased attendance, R2 will also be used. Year bubbles will be split into main and senior school groups and these arrangements will be applied to both rooms.