

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

RA No: 3	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
		4	3	5	17				2	2	5	9

Hazard: Transmission of infection / breach of social bubble

Control measures to reduce the risk:

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. Cleaners, caretakers and staff play an important role in keeping people in their buildings protected, and are on the frontline in the battle against coronavirus (COVID-19) to keep staff, customers, and particularly the most vulnerable safe.”

- **ALL staff and students are expected to follow these general guidelines, risk assessments and protocols at all times.**
- **At the start of Term 1, Form Tutors will give students a H&S PPP reminder about the health and hygiene protocols for T1 onwards.**
- **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 <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Social Distance Bubbles and Year Group Zones:

Adults MUST maintain a 2m distance from each other and from students at all times. Preferably stay further away than 2m. Test and Trace operates on close contact – within 2m. Social distance should be maintained at no less than 2m so that both the risk of infection and the risk of having to self-isolate due to test and trace are further reduced.

The School is “zoned” into Year Group Bubbles. Year groups have the very great majority of their lessons in their “Year Group Zone”. There will be some access to specialist teaching rooms where possible. Most breaks and lunch times will also be spent in the form room although outside space has also been allocated into the year group zones. Weather permitting, students will be encouraged to spend lunch times outside. Each Year Group Zone has allocated toilets. Teachers will move to the form rooms for each lesson. If the lesson is to be held in a specialist teaching room, the teacher will collect the group from the form room (Y7, Y8 and some Y9 classes), escort them to the specialist room and take them back again at the end of the lesson. Staff will monitor and supervise the movement of Y10 – Y13 students.

Students MUST remain in their year group bubbles and zones at all times unless under the supervision of a member of staff accompanying them to a location in a different zone. Students must sit as far apart from each other as is possible in the classroom and will sit forward facing. Face-to-face contact should be minimal (no less than 1m and for no more than 15 mins). Staff to constantly monitor and remind students and each other of this.

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

Classrooms have been rearranged with desks forward facing and as far away from each other as possible in the individual room. Furniture and seating is not to be moved. The Conference Room is Microsoft Teams enabled and the **School is implementing Microsoft Teams across the site during the Autumn.**

Staff and students are not to linger in groups. **See Movement Around the Site Risk Assessments.**

Classroom Cleaning Stations:

Each classroom has a cleaning station containing materials and equipment that might be needed. This includes disposable gloves, nappy bags, kitchen roll, antibacterial spray, antibacterial 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 according to current regulations 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 blowing your nose, before you eat or handle food, or when you get to work or arrive home. Staff are to 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 hand.

Hand sanitising pumps are wall mounted at all entry/exit points and communal areas and should 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 or return to the finance office for a re-fill. All bottles will be checked by site staff on a regular basis.

Staff should carry a small personal hand sanitiser bottle for personal use. See the finance office if you do not have one. This can be refilled in the same way. Students are strongly advised to also carry their own personal dispenser.

SHS established very good hand hygiene routines prior to lock down – these will be re-established. Constant reminders given to staff and students.

Gloves are available around the school site and may be worn by staff and students. These should be disposed of in the GREEN bins and will be disposed of as per govt guidelines. When doing any form of antibacterial cleaning, gloves must be worn.

Anti-bac wipes are available around the school site. These should be disposed of in the GREEN bins and will be disposed of as per govt regulations by the contract cleaners.

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 into the green bin and immediately wash hands with soap and water for 20 seconds or use hand sanitiser. Do not sneeze or cough over equipment. 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.

Tissues are available in classrooms and around site. If you run low/run out collect a box from the site staff store by the staff room.

Face coverings:

Face coverings are mandatory on public transport and with effect from September, children on dedicated school transport are advised to also wear face coverings. With effect from 24th July, HMG has implemented mandatory face coverings for internal spaces such as shops. Whilst current advice from HMG is that face coverings are not necessary in schools, SHS Staff and students are strongly advised to wear a face covering/shield in enclosed spaces where social distancing might not always be possible.

The front of the face covering should not be touched. Hands should be washed 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. Face shields for staff are available from the Finance Office. Disposable face coverings should be bagged in a nappy sack and disposed of in a green bin.

Movement around site: See Movement Around Site risk Assessment.

Movement around the school site by staff will be kept to a minimum – non-essential trips around the site are strongly discouraged. A one way system is no longer needed as year group bubbles will have their own entry/exit points, stairwells and corridor zones..

Signs and markings:

Warning and reminder signs are posted around the site, including the SHS 2m distance sign. These must be followed at all times. Regular reminders given.

Risk Assessments:

Thorough and detailed risk assessments have been created, shared and consulted upon with staff, governors, parents and students. These risk assessments explain the stringent measures SHS is taking to minimise the risk of transmission and infection.

Staff will sign that they have read the risk assessments and will follow the arrangements therein.

Waste and rubbish collection.

More bins have been provided around site, including new GREEN bins specifically for higher risk waste (gloves, anti-bac wipes and personal tissues). These will be emptied by cleaners and dealt with according to govt regulations.

Ventilation: See Movement Around Site Risk Assessment

Doors will be wedged open to create a free flow movement, increase ventilation and reduce the need to touch door handles and door plates. If staff open windows they are to use wipes when they open and close them.

Fire Orders:

Normal fire orders resume from Sept 2020; a greater distance will be left between year group bubbles (5m+). In the event of a fire, students & staff exit via the main primary escape route signposted and assemble on the school field (staff maintaining 2m bubble where possible.) 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 during the day by our day cleaner. They will also be sanitised am and pm as part of the main school clean.

Staggered starts and finishes:

The start of school is naturally staggered. Staggered breaks are not possible given our timetable. Year groups will be allocated a time window to use the canteen at lunchtime. A staggered finish time will be introduced from September which will separate pedestrians and those going home on the buses as well as maintaining year group bubbles.

Clear surfaces and unnecessary items:

Staff have been advised to clear and tidy their work space and desks in order that an effective daily clean and deep clean can take place. Areas should be kept clear, tidy and de-cluttered. Students are instructed to only bring the essentials that they need for the day.

Clothes:

School uniform and staff dress code will be reintroduced in September. HMG advises that more regular or different washing techniques are no longer necessary for uniform and workwear.

Lockers:

For T1 lockers will not be in use. Students need to bring what they need on a daily basis in case of local lockdown and to minimise movement, lingering and cleaning.

Specialist Room allocation and specialist equipment use: See Subject Specific Risk Assessments and Cleaning Risk Assessment.

Specialist rooms and equipment are sanitised on a daily basis and between different users and year group bubbles.

Sharing:

Students are not to share frequently used items such as pens, pencils, food and bottles. Staff to give reminders about this regularly. Equipment and books can be shared within year group bubbles but sanitised or left for 48hrs (72 for plastics) between different year group bubbles.

Staff have their own set of board pens/erasers. These should be used rather than general classroom stock. All other equipment should be treated as “general equipment” and cleaned as per the Computers, Phones and Equipment Risk Assessment.

Staff shared equipment – see Computers, Phones and Equipment Risk Assessment.

Take home sheets/resources etc should be kept to an absolute minimum and only essential. Books/work can be collected, marked and returned.

Enhanced Cleaning:

See Cleaning Risk Assessment.

Suspected or Confirmed Cases of Covid 19:

See Suspected/Confirmed Cases Risk Assessment