

Harrow Way

RISK ASSESSMENT

Educational Setting	Harrow Way Community School
Activity / Task	COVID-19 Risk Management Assessment
Completed by & Date	MJSerridge 14.07.2020
Review Date	Weekly

What are the hazards?	Risk Rating	Control Measures Harrow Way Response/Advice/Mitigation Required	Risk rating after mitigation
Contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school		<p>Communication</p> <ul style="list-style-type: none"> Harrow Way will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. <p>Unwell during the school day</p> <ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. <p>Awaiting collection</p> <ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to designated area by the Mrs Woods DHT office (Red Room) If they need to go to the bathroom in the medical room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. 	

Harrow Way

RISK ASSESSMENT

		<p>School Nurse and First Aiders</p> <ul style="list-style-type: none"> ● PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. General First Aid - Medical room partition in place so different year groups do not mix . <p>School Nurse and First Aiders</p> <ul style="list-style-type: none"> ● Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned/santised after they have left to reduce the risk of passing the infection on to other people.Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	
<p>Poor hand hygiene. Coronavirus (COVID-19) is an easy virus to kill when it is on skin.</p>		<p>Systems at Harrow Way</p> <ul style="list-style-type: none"> ● Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. ● System in place to ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Hand sanitizer in place in each classroom for arrival and in the auditorium and outside eating areas. ● Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: ● Hand sanitiser ‘stations’ will be available so that all pupils and staff can clean their hands regularly ● We build these routines into school culture, supported by behaviour expectations 	
<p>Poor respiratory hygiene</p>		<p>Harrow Way approach</p> <ul style="list-style-type: none"> ● The ‘catch it, bin it, kill it’ approach continues to be very important. Posters will be displayed across the school. This will be reinforced through assemblies and tutor times. ● Tissues and bins will be available in all classrooms/offices/eating areas to support pupils and staff to follow this routine. ● Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in 	

Harrow Way

RISK ASSESSMENT

		<p>consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p>	
<p>A lack of enhanced cleaning, including cleaning frequently touched surfaces</p>		<p>Harrow Way</p> <ul style="list-style-type: none"> ● Site team to be all available during the school day to help with cleaning frequently touched surfaces being cleaned more often than normal. ● Wipes will be available in all classrooms ● The Auditorium to be cleaned after each year group has used it for lunch and break. ● Toilets - different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. ● By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. ● The Site Manager has consulted with the cleaning contractor to confirm that deep cleaning services are available if required and has arranged when cleaning will occur during the day. ● A cleaning regime will be put in place in the event that someone exhibits symptoms whilst at school and has to leave including thorough cleaning of all areas where the individual has been before anyone else has access to those areas. ● An enhanced daily cleaning regime is in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Classrooms ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks. <p>(Wipes will also be left by photocopiers for staff to use after copying.)</p> 	

Harrow Way

RISK ASSESSMENT

We have not minimised contact between individuals and maintain social distancing wherever possible

Harrow Way approach

- The principle is to use group bubbles and to maintain some distance. **We will be using year groups bubbles.**
- **Reduce cross over in corridors** (When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. [See timetable](#) - A 'one-way system' will be in place in school and, where they exist, external doors will become the main entrance and exit for classrooms
- **Staggered breaks and lunches** (to include cleaning time) [See timetable](#)
- Distance in staff shared spaces – aim to minimise the use of staffrooms – though staff still need their regular break times
- Staff can operate across different classes and year groups (They suggest secondary teachers teach from the front of the class and minimise 1 to 1) and remain 2m from other adults.
- Suggest side by side seating with desks facing forward, and removing unnecessary furniture from class -
- Keep parents only coming into school with an appointment - **Letter to parents**
- Student to remove any face coverings when they arrive at school (put in plastic bag and wash hands)
- Supply/peri etc can move between schools – need to maintain as much distance as possible
- Systems already in place for processes for contractors and visitors – must keep a record of all visitors
- Systems in place (bells) for when students arrive and leave at the end of the day.

Harrow Way

RISK ASSESSMENT

<p>PPE in for the very small number of cases where it is needed</p>		<p>Harrow Way approach</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ol style="list-style-type: none"> 1. where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it</p> <p>If someone ill in school</p> <ul style="list-style-type: none"> • Separate medical space (for if a case/suspected case arises) Mrs Woods DHT Office • Separate bathroom if possible – then disinfect 	
<p>Response to any infection</p> <p>Engage with the NHS Test and Trace process</p>		<p>Testing</p> <ul style="list-style-type: none"> • Sent to test – no-one else goes home • Test negative – person comes back to school • Test positive – follow stay at home advice – school contacts local health protection team, they risk assess who has been in close contact and say who needs to be sent home to self-isolate for 14 days (close contacts within 1m, 1-2m for more than 15 mins, travelled in small vehicle with infected person) • As now, someone sent home to isolate because of contact, doesn’t mean rest of house need to isolate 	

Harrow Way

RISK ASSESSMENT

		<ul style="list-style-type: none"> If more than two cases, health team contacted and will advise 	
<p style="text-align: center;">Fire</p> <p>Staff / Pupils / Visitors by fire</p>		<p>All emergency escape routes / doors required in accordance with amended procedures are fully operational and kept clear.</p> <p>Amended fire procedures need to be prepared.</p> <p>Training / information for staff / pupils on any new procedures to be provided including a reminder that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p>	
<p>Pupils / Staff / Families and Carers of pupils and staff / visitors / the wider public who come into contact with someone in relation to school – Harm caused by infection and the consequential symptoms / outcomes of infection</p>		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked. Where possible, doors are propped open to reduce the need for touch (whilst fire protection measures are still adhered to). Increased cleaning of handles and touch plates. Site Manager has liaised with contractors and other related visitors to minimise contact / access. Site Manager ensures that such visitors are aware of school procedures and that those attending provide suitable accompanying documentation to satisfy concerns related to Covid-19. Provide relevant guidance to parents. Sanitisers to be made available at the access point. Final signage for doors in respect of access and egress to be displayed. 	
<p style="text-align: center;">First Aid</p> <p>Staff / Pupils / Visitors by inadequate first aid provision and assistance</p>		<ul style="list-style-type: none"> Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Screen to keep Year groups apart in the medical room for general first aid. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Mrs Woods DHT Office -allocated to isolate individuals that become unwell at school and suitable PPE is available. The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> o First Aid at Work o Emergency First Aid at Work o Paediatric First Aid o Emergency Paediatric First Aid 	

Harrow Way

RISK ASSESSMENT

		<ul style="list-style-type: none"> • Review of the First Aid policy to include consideration of the risk of infection of Covid-19. • Information related to testing and actions in the event of sickness whilst at school or in the event of a confirmed case to be distributed to staff / parents and carers. • Information related to PPE / care of staff / pupils showing symptoms to Covid-19 whilst at school to be distributed to staff. 	
Contractors Pupils / Staff / Families and Carers of pupils and staff / visitors / the wider public who come into contact with someone in relation to school – Harm caused by infection and the consequential symptoms / outcomes of infection		<ul style="list-style-type: none"> • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • Planned / reactive maintenance is carried out, where possible out of hours or at points where those on site are less in number, unless specifically assessed as safe or seen as an emergency. • All contractors are advised of the need to comply with social distancing. 	
Behaviour Pupils / Staff / Families and Carers of pupils and staff / visitors / the wider public who come into contact with someone in relation to school – Harm caused by infection and the consequential symptoms / outcomes of infection		<p>Staff / Pupil behaviour and cooperation will be the key to implementing all of the controls and the school has a strong existing regime for managing behaviour.</p> <p>School will carry out inductions to inform staff and pupils of the changes.</p> <p>Staff to be encouraged to cooperate with government plans for contact tracing.</p> <p>Behaviour policy to be reviewed.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p>	
School Staffroom Pupils / Staff / Families and Carers of pupils and staff / visitors / the wider public		<p>Guidance in place</p> <p>Seats moved to discourage congregation in the staff room.</p> <p>Staff to be reminded about arrangements for the staff room, a requirement to wash hands before leaving the room and to wipe down any contact areas.</p>	

Harrow Way

RISK ASSESSMENT

who come into contact with someone in relation to school – Harm caused by infection and the consequential symptoms / outcomes of infection		Site Manager to ensure wipes are available and signage in place.	
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Risk Rating Overview

The risk value / rating is calculated using the matrix below.

The initial risk rating is the risk in the absence of what is already being done and the actions to be done. The risk rating after mitigation is the risk in light of the actions already taken and proposed.

High	
Medium	
Low	
Negibile	

Name of assessor	Signature of assessor	Date
Mike Serridge		