



Ridgeway Secondary School – Risk Assessment

Department: Whole School	Description: Supplementary risk assessment to establish control measures within Ridgeway Secondary School, in response to COVID-19 post September 2020	
Date created: Aug 2020	Review Date: 9 th September 2020 and weekly thereafter	Shared with: All staff Published on school website.

Approved by GB: 26/08/2020	Written by: AH
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Hazard/Risk	Who is at Risk?	How can the hazard cause harm?	Control Measures	Are control measure sufficient? Y/N/NA		What is the risk rating now – VH, H, M, L?
				In place	Adequate	
Spreading Covid 19 from surfaces.	Staff Students Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface.	Self-cleanliness and Hygiene <ul style="list-style-type: none"> All students, staff and visitors to wash hands upon arrival in school (if this is not possible – hand sanitiser to be used). Wash hands regularly. Use hand sanitiser where washing facilities do not exist. 	Y	Y	M

			<ul style="list-style-type: none"> • Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks and doors. • Wipes or suitably COSHH assessed cleaning products provided for staff. <p>Classroom equipment</p> <ul style="list-style-type: none"> • Classroom based resources, such as books and games, can be shared within the bubble if they are cleaned regularly. High usage items such as pencils and pens should not be shared. <p>Office based staff</p> <ul style="list-style-type: none"> • Work from home if possible to do so. • No hotdesking for staff • Staff shared equipment, such as, but not limited, to photocopiers, kettles and fridges should be cleaned before and after use following the cleaning guidelines. • Where photocopying is essential staff should wash their hands prior to use. copier should be regularly cleaned. <p>Contractors and Visitors</p> <ul style="list-style-type: none"> • Contractors and visitors must follow self cleanliness and hygiene control measures • Contractors to ensure surfaces are cleaned, reporting any areas requiring further cleaning to the caretaker or Business Manager <p>Ventilation and Circulation</p> <ul style="list-style-type: none"> • Where safe, doors to remain open to allow access through without contact. Internal fire 			
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			<p>doors, however, must not be propped open unless held open with a fire system integrated mag lock.</p> <ul style="list-style-type: none"> • One-way systems to be established where possible. 			
Spreading Covid 19 from person to person - contact or droplets	Staff Students Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	<p>Cleanliness and Hygiene</p> <ul style="list-style-type: none"> • Minimise 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 • Wash hands regularly and more often than usual and / or use hand sanitiser where washing facilities do not exist. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Maintain enhanced and effective cleaning utilising trust cleaning products in spray or wipe form • Staff should maintain distance from students and other staff as much as possible Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults. <p>Students arriving and departing school</p> <ul style="list-style-type: none"> • Parents to receive guidance on social distancing from the school specific for their environment. • No parents or non-essential visitors beyond school reception area and all drop off points. 	Y	Y	M

			<ul style="list-style-type: none"> • Students walking to school should be encouraged to not walk in groups. • Dedicated school transport to follow transport RA and increased control measures. • On public transport, students must adhere to current transport rules such as face covering if applicable. • Hand sanitiser / washing of hands must take place upon entering school • Parents collecting student should maintain social distancing. • If bringing siblings who are not in school those student must not be allowed to run around. • Upon collection student and parent/ guardian should leave the property as quickly as possible. <p>During the school day.</p> <ul style="list-style-type: none"> • Restrict exposure by clustering student into bubbles. • Maintain these bubbles throughout the day and restrict interaction between different bubbles. • Refresh and restructure the timetable, where appropriate, to keep the group protected. • Break and lunch will be taken within the bubble and staggered to maintain distance between groups • For all classes desks will be forward facing, ensuring students are side on, not facing each other. All classes MUST have a recorded seating plan. 			
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			<ul style="list-style-type: none"> • Staff will utilise natural ventilation via external doors and windows where possible and safe to do so. • Air Conditioning units must not be used. • It is expected that most feedback will be live and verbal. If a teacher wishes to collect in student's work to take home, it should be left unused for 48 hours before they handle it. It does not need to be left for 48 hours before returning to the student. • Clearly identified toilets / handwashing facilities for each Key Stage with numbers closely controlled. • Assemblies where possible will be virtual, in their existing group room • Computers / laptops or specialist equipment should be wiped down before and after use. • Peripatetic lessons must follow setting specific guidance. • Encourage games that show social distancing whilst outside. No contact sport is allowed. • Teachers should be allowed to work from home where it is reasonable to do so, e.g. for their PPA time. • Staff should not bring in food to share (such as cakes in the staffroom) until further notice. <p>RSS dedicated school transport:</p> <ul style="list-style-type: none"> • The advice for passengers on public transport to adopt a social distance will not apply on RSS dedicated transport as per government guidelines. 			
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			<p>Office and school staff</p> <ul style="list-style-type: none"> • Where appointments must take place, they must be pre-booked to allow for a planned, safe meeting to take place. • Contractors to be by appointment and to follow school guidelines on cleanliness and social distancing. • All written communication to be electronic or on posters. • Staffroom will either be closed or restructured to enable staff to keep 2m apart to stop spread. • Staff offices will comply with social distancing requirements and ventilation. • Staff will not sit directly opposite each other. • Staff to use and bring their own travel cup for drinks • Physical staff meetings should be avoided and utilise digital solutions first to avoid transmission between groups. Where an essential meeting must take place, appropriate social distancing will be enforced. 			
Spreading Covid 19 from person to person contact or droplets	Staff Students Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	<p>Fire & First aid</p> <ul style="list-style-type: none"> • In the event of a fire, usual fire evacuation procedures will apply. Assembly points will, where possible, appropriate social distancing – for more information on this please refer to the fire line us plan. • For any situation arising requiring CPR, phone an ambulance and use compression only CPR until the ambulance arrives. 	Y	Y	M

			<ul style="list-style-type: none"> If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield. <p>Face Coverings</p> <ul style="list-style-type: none"> All RSS employed staff will be issued with a face shield to be used when in close contact or high student number areas. These will not need to be used when outside. 			
Suspected student or staff member with Covid-19	Staff Students Contractors	Confirmed case increases risk of transfer	<p>If already at school</p> <ul style="list-style-type: none"> Students or staff member isolated in medical room. Sign on door to ensure staff are aware. Staff to use provided PPE within the medical room setting and where contact at less than 2 metres is needed. Student / staff member sent home for 7 days (or until negative test result) Classroom and area student / staff member have been in contact with to receive extra clean. Medical area cleaned straight after student / staff sent home, sign on door to remain until area clean. All staff can access testing through the SBM. Any PPE used must be bagged and date marked for disposal – if negative disposal through normal waste. <p>If not at school</p> <ul style="list-style-type: none"> Staff to book test through SBM or if at a weekend / evening direct with NHS and to make SBM and HT aware. 	Y	Y	M

			<ul style="list-style-type: none"> • Students and parents to book direct through NHS <p>When the school becomes aware that someone who has attended school has tested positive for coronavirus (COVID-19), the school will contact the local health protection team. This will be led by the SBM.</p> <p>RSS will follow the guidance provided by the health protection team.</p> <p>Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, school will keep a record of students in</p>			
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			<p>each group, and any close contact that takes places between student and staff in different groups.</p> <ul style="list-style-type: none"> • Extra clean of classroom and area, increase PPE for cleaning staff • Disposal of PPE through approved hazardous waste collection • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 			
Previously identified shielded students / staff or including people of BAME origin have an elevated risk	Staff or students with underlying conditions being at greater risk	Increased risk of hospitalisation or death	Staff and students who were shielded staff during the lockdown period or are critically vulnerable or of a BAME background will have an individual risk assessment this will include a meeting with the HT and SBM in the first instance.	Y	Y	M

of contracting Covid-19						
Mental health	Staff	Increased risk of absence	<ul style="list-style-type: none"> • Teachers have time to plan as well as respond to home learning. • Regular communication to all staff. • Sharing of support lines. • Reassure staff who are on vulnerable list. • Individual risk assessments by SBM/HT for those who need it. • SBM to ensure annual leave is taken. • Promoting walking or cycling to work. 	Y	Y	M

Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).	Action by Whom (list the name of the person/people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date of completion for each action listed)	Residual Risk Rating
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			
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