

HFUTC Risk Assessment

COVID-19 September 2020

Hazard	Who might be harmed?	Controls to be put in place	By who and when?	Residual Risk rating			Date completed	Additional control measures
				L	S	R		
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the medical room until they can be picked up. See current guidance for help with this. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</p>	Principal by 01/09/20	1	4	4	01/09/2020 and ongoing	Refer to HFUTC Covid-19 First Aid Risk Assessment for further guidance.

		<p>disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none">• The pupils and staff in each group• Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none">• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:<ul style="list-style-type: none">○ 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 person• Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>						
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				L	S	R		
Contact with coronavirus when getting to and from school or when travelling by coach for off-site activities	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin located in the reception area.</p> <p>Pupils wearing any sort of face covering when arriving to school will sanitise their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. Posters will be on display and on the electronic screens, advising procedures for the safe removal of face coverings.</p> <p>Pupils travelling by coach will be seated in 'bubbles of key stage' and will wear a face covering during the journey.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal. This will be done during assembly and via posters around school.</p>	ELT – 01/09/2020	2	4	8	01/09/2020	Refer to HFUTC Off-site Activities Risk Assessment for further guidance. (This will be captured as each trip is assessed).

Hazard	Who might be harmed?	Controls to be put in place	By who and when?	Residual Risk rating			Date completed	Additional control measures
				L	S	R		
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>All staff and students will wear face coverings in communal areas, such as corridors, assembly and the LRC. Face coverings will not be necessary whilst sitting down in the dining room but will need to be worn by students who are out of their seats.</p> <p>Staff on duty in communal areas will wear face coverings.</p> <p>Face coverings are not necessary whilst outside in the courtyard or on the MUGA.</p> <p>Several bins with lids are positioned around school for the safe disposal of non-reusable face coverings. These are located in reception, on floor one and floor two.</p> <p>Several handwashing facilities are provided on all floors of the school building. In addition to this, hand sanitiser will be provided in every classroom, office, shared surface points as well as the existing sanitiser dispensers located around school.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose 	DoOp – 01/09/2020	1	4	4	Ongoing	None

		<ul style="list-style-type: none">• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by the 'catch it, bin it, kill it' posters displayed across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues will be emptied regularly throughout the day.</p>						
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Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports and science equipment • Telephones • Clinical area and ward including patients and medical devices • Lift <p>Items that need laundering (e.g. lab coats) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes, as students will be issued with their own lab coat.</p>	DoOp – 01/09/2020	1	4	4	Ongoing	None

		<p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>All areas of the school will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, medical and science equipment, will be either:</p> <ul style="list-style-type: none">• Cleaned frequently and meticulously, and always between groups using them; or• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as dining areas, will be cleaned between different bubbles using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and wipe surfaces before</p>						
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		and after handling pupils' books.						
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Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Pupils in years 10 and 11 will work as a bubble. Pupils in years 12 and 13 will work as a bubble. Bubbles will be kept separate wherever possible.</p> <p>Pupils will be reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards. The front row will be 2m from the teacher.</p> <p>For physical activity, outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Supply teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	ELT – 01/09/2020	1	4	4	01/09/2020	None

Hazard	Who might be harmed?	Controls to be put in place	By who and when?	Residual Risk rating			Date completed	Additional control measures
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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	<ul style="list-style-type: none"> • Staff • Pupils • Visitors 	<p>Pupils will be kept in their bubbles and, wherever possible, be kept separate from other bubbles.</p> <p>Pupil groups will have staggered break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. On Wednesday's KS5 students will collect their lunch from the dining room, whilst wearing a face covering and take it to the LRC to consume it.</p> <p>Movement around the school site will be kept to a minimum and will follow a 'one way' system.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All staff and students will wear face coverings in communal areas, such as corridors, assembly and the LRC. Face coverings will not be necessary whilst sitting down in the dining room but will need to be worn by students who are out of their seats.</p> <p>Staff on duty in communal areas will wear face coverings.</p> <p>Face coverings are not necessary whilst outside in the courtyard or on the MUGA.</p> <p>Several bins with lids are positioned around school for the safe disposal of non-reusable face coverings. These are located in reception, on floor one and floor two.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart</p>	DoOp – 01/09/2020	1	4	4	Ongoing	None

	<p>when using them. They will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Students will be allowed to use the toilet during lesson time, using the staff 'out of lesson' pass.</p> <p>Staff use of staff rooms and offices will be based on own common sense.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Breakfast club will run in the dining room. KS4 will eat in the dining room. KS5 will eat in the LRC. See further guidance for out-of-school settings.</p>						
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Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	DoOp – 01/09/2020	1	4	4	<p>Refer to HFUTC Premise Management Policy and HFUTC Service and Inspection Logbook for further guidance.</p> <p>Refer to the HFUTC Emergency Evacuation Plan for further guidance.</p> <p>Refer to the HFUTC Covid-19 First Aid Risk Assessment for further guidance.</p>	

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Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	ELT – 01/09/2020	1	4	4		None

Hazard	Who might be harmed?	Controls to be put in place	By who and when?	Residual Risk rating			Date completed	Additional control measures
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Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Whilst the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will undertake an individual risk assessment to ensure their safety in the workplace.</p>	DoOp – 01/09/2020	1	4	4	31/07/2020	None

Hazard	Who might be harmed?	Controls to be put in place	By who and when?	Residual Risk rating			Date completed	Additional control measures
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Spreading infection through contact when preparing food	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>The catering team will follow appropriate protective measures to ensure safe handling of food, including:</p> <ul style="list-style-type: none"> • Regular hand washing with soap and water for at least 20 seconds before and after handling food, if they change rooms, and after nose blowing, sneezing or coughing <p>Catering staff will wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including:</p> <ul style="list-style-type: none"> •before and after handling food •before handling clean cutlery, dishes, glasses, or other items to be used by the customer •after handling dirty or used items, such as collecting used dishes from customer tables •after handling money •after touching high-contact surfaces, such as door handles •when moving between different areas of the workplace •after being in a public place •after blowing their nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of the elbow <p>Food packaging will be handled in line with usual food safety practices and staff will continue to follow existing risk assessments and safe systems of working.</p> <p>We will continue to follow the Food Standard Agency's (FSA) guidance on personal hygiene and hygienic</p>	Catering Manager - 01/09/2020	1	4	4	Ongoing	Refer to the <u>guidance for food businesses</u> for further information.

		practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and guidance on risk assessment from the Health and Safety Executive (HSE).						
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Spreading infection due to excessive contact and mixing between pupils and staff during breakfast club and extension activities.	<ul style="list-style-type: none"> • Staff • Pupils 	<p>The DfE recommends:</p> <ul style="list-style-type: none"> • Where possible, keeping pupils in the same groups that they're in during the school day, for example with others in their 'bubble' • If that's not practical, having pupils in small, consistent groups of max 15 pupils <p>Pupils will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Where possible, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of spaces used for activities to allow for this.</p> <p>For breakfast club, KS5 students will collect their food from the dining room, whilst wearing a face covering and take it to the LRC to consume it.</p> <p>Extracurricular lessons that involve singing or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>Live performances to an audience will not take place.</p> <p>For physical activity, outdoor sports will be prioritised where possible, or large indoor spaces used where it is</p>	ELT – 01/09/2020	1	4	4		None

		<p>not. Distance between pupils will be maximised as much as possible.</p> <p>Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p>						
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