

Covid-19 Updated Risk Assessment Penn Hall School September 2021

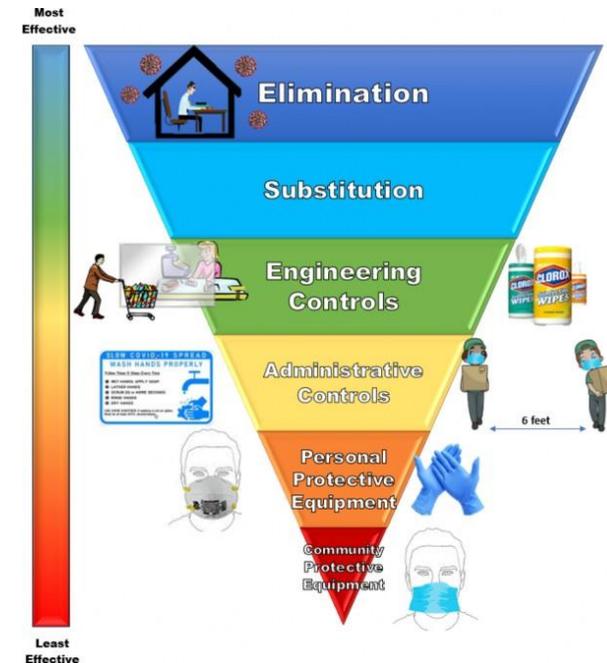
The Government has announced that from the 19th July 2021 the UK enters step 4 of the roadmap for Covid 19, a new phase of continued caution whilst managing the risks of COVID-19.

The measures listed in our Risk Assessment are based on current government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (last updated 17 August)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to take the following approach (in this order) to reducing risks in our school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**





Covid-19 Risk Assessment – September 2021

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<p><u>Public Transport</u></p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p><u>School Transport</u></p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside 	M	<p>A staggered start and finish time will continue to support our transport management plan.</p> <p>Pupils will continue to enter and exit the building via two different routes (hall, arena)</p>	SWilk	August 21	August 21

		<p><u>School drops offs</u></p> <ul style="list-style-type: none"> • Only one parent/carer should attend • Parents / carers given specific drop off times <p><u>Car Sharing</u></p> <p>Car sharing should be avoided if possible but if it's not possible then it will be discussed with the staff member and that they are ensuring to take the following precautions:</p> <ul style="list-style-type: none"> • Travel with windows open • Wear face coverings for the entire journey • The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 	L	All pupils being dropped off or collected by parents to enter and exit via the main entrance.	SWilk P Green	Sept 1 st 21	
Spread of Covid-19 through person to person contact	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p><u>Limiting contact with someone potentially suffering from coronavirus</u></p> <ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this. • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • If pupils or staff have travelled abroad, they will be asked to follow the current government guidance. • Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process. 	M	Weekly text reminders to staff to continue. Parents reminded via Dojo to be vigilant about symptoms	SWilk Admin Team	Ongoing	

	<p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Barriers / screens</u></p> <p>The office sliding hatch will be used by reception staff when dealing with parents/visitors/contractors</p> <p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water (ideally warm water) are available for each class. • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>) • Hand sanitiser is located at all entry points to the building and frequently elsewhere around school. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). • Stringent hand washing taking place. (in accordance with this guidance). • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Children to wash hands before and after eating a snack and before and after eating dinner. • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues for each class and available throughout school. Each class team is responsible for ensuring that they have adequate stock levels, with replacement products requested from the school office using the Hygiene Requisition form. 	<p>L</p> <p>M</p>	<p>Visors are available from the school office on request if staff are concerned by pupils who may spit or use saliva as a sensory stimulant.</p>	<p>Class Teams</p> <p>Site Manager</p> <p>Admin Team</p>	<p>Ongoing</p> <p>Ongoing</p>	
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		<ul style="list-style-type: none"> Lidded bins are available around school for disposal of tissues and are emptied throughout the day. Pupils discouraged from sharing cutlery, cups or food. Parents informed of hygiene expectations and advised to discuss these with their children where appropriate. Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. <p><u>Ventilation</u></p> <ul style="list-style-type: none"> Areas, particularly occupied spaces, are kept well ventilated using natural ventilation where possible. <p><u>Social Distancing</u></p> <p>Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms.</p> <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. In the case of a pupil who needs to be supervised before being picked up a window will be opened in the room to allow for fresh air ventilation and staff 	<p>M</p> <p>L</p> <p>M</p>	<p>Poorly ventilated work areas to be identified and steps taken to improve fresh air flow</p> <p>See flow chart Appendix 1 for the procedure should a pupil or staff member become unwell</p>	<p>Site Manager</p> <p>Site manager / admin team manage stock and stock levels</p>	<p>Ongoing</p> <p>Ongoing</p>	
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		<p>will wear a fluid-resistant surgical mask only if a distance of 2 meters cannot be maintained. If contact is necessary, supervising staff will also wear disposable gloves and disposable apron. If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection in the form of a visor. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following decontamination guidance. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time. <p>In exceptional circumstances, if parents/carers cannot collect their child we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 	M	<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, or gets a positive lateral flow test at school. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a 			
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		<p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations: Compulsory handwashing / use of gel before entering school. <p><u>Indoor and outdoor performances with an audience</u></p> <p>We will consult this guidance on performing arts when planning indoor and outdoor performances. Also consult this guidance on delivering outdoor events when planning for outdoor performances</p> <p><u>Sports</u></p> <p>We will prioritise outdoor sport where possible. Where it's not, we will use the arena with the windows open. We will consult government guidance when planning for team sports.</p>	L	<p>distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>	School business manager		
Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents / carers Others	Where possible, meetings will be in a room large with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	M		Headteacher		
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors / others	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and 	L	Enhanced cleaning routines continue. Contact point clean 9-9.45 post pupil arrival. Contact point clean over the lunchtime period.	School Business Manager links with cleaning contract manager		

		<p>learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> • Items that need laundering (e.g. towels, flannels, bedding) 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. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school. • Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School minimises activities which involve the passing of items around a class • School will continue to cease hand shaking of visitors. • Carefully selected and assessed doors will be propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. • Employees should not share any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including 	<p>L</p>	<p>Cleaning products available in classrooms for additional cleaning during the day.</p> <p>Requisition forms to be returned to the office at the end of the day in preparation for the next.</p>	<p>All staff</p>		
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		<p>snacks should be taken home at the end of the working day.</p> <p><u>Shared resources</u></p> <p>Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously.</p> <p>Any resources shared between staff, such as handheld radios, stationary, photocopiers, printers, laptops etc. , will be cleaned between use.</p> <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>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	L	Cleaning products safely stored and available for use in each classroom and shared space.	All staff		
Coronavirus outbreak		<p>Please see our Covid Outbreak Contingency plan Appendix 2</p> <p>We will work closely with the Wolverhampton Public Health team to decide if additional action is needed .</p> <p>They can be contacted on 01902 553957</p>	M		Headteacher		

<p>Individuals vulnerable to serious infection coming into school</p>		<p><u>CEV</u> All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they are self-isolating or have been advised not to by their GP or clinician. However, CEV staff should work from home where possible.</p> <p>Discussions between HT and any staff member classed as CEV will establish any additional measures each individual requires. These would be reviewed should the Outbreak Contingency plan be activated.</p> <p><u>Pregnant workers</u></p> <p>Discussions between HT and any staff member classed as CEV will establish any additional measures each individual requires. These would be reviewed should the Outbreak Contingency plan be activated.</p>	<p>M</p>		<p>Headteacher</p>		
<p>Spreading infection due to the school environment</p>		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations • Opening windows 	<p>M</p>		<p>School Business Manager Site Manager</p>		

		<ul style="list-style-type: none"> • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts by staff will be avoided by unless required to support and supervise pupils.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>					
Spreading infection on educational day visits and residential visits		A separate risk assessment for each educational visit will be carried out to determine whether it can be undertaken safely which will be uploaded onto Evolve as part of trip planning.	M		EVC's E Gilham, SBagshaw	ongoing	

	Name	Position	Signature	Date	Review Date
Risk Assessor	Peter Green	School Business Manager		1/9/21	Sept 30 th 21 or as Required
Line Manager	Sarah Wilkinson	Headteacher		1/9/21	

