



## Health and Safety Risk Assessment – COVID-19 Partial Opening H&S

Academy / School	Northampton School for Boys	Assessment No.	008 post-staff consultation
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Site	Billing Road	Location	Full site
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Subject of Assessment	<p>The assessment will consider the risk associated with partially opening the school for Year 10 and 12 students from the 15 June 2020 as per the Government's guidance. This Risk Assessment has been adapted from the Northamptonshire County Council's 'School Effectiveness COVID-19 Risk Assessment Plan' sent to Head Teachers 13 May 2020. Relevant Government and DfE COVID-19 guidance must be considered when planning the provision to partially reopen the school – especially '<b>Coronavirus (COVID-19): implementing protective measures in education and childcare settings Published 12 May 2020 Updated 01 June 2020</b>' and '<b>Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 01 June 2020</b>' and '<b>COVID-19: cleaning of non-healthcare settings Updated 15 May 2020</b>' and '<b>Managing school premises, which are partially open, during the coronavirus outbreak Published 24 April 2020 Updated 18 May 2020</b>' and '<b>Guidance for secondary school provision from 15 June 2020 Published 25 May 2020 Updated 04 June 2020</b>' and '<b>Opening schools for more children and young people: initial planning framework for schools in England Updated 1 June 2020</b>' and '<b>Coronavirus (COVID-19): safer travel guidance for passengers' Published 12 May 2020 Updated 28 May 2020</b>' and the Headmaster's Briefing paper to staff.</p>		
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Assessed by	RMU / RBE	Date	10 June 2020	Review date	29 June 2020 or after 2 weeks of actual provision or before if required
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Details of workplace/activity	Partial school reopening to Year 10 and 12 students <u>15 June 2020</u> .	Persons Affected (Who may be harmed)
		Students, Staff and visitors

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)	
	Government guidance will be followed			
1.	Transmission of COVID-19  Students, staff or visitors may not maintain 2M Social distancing guidance	<ul style="list-style-type: none"> <li>• Class sizes to be reduced to a maximum of half a class (other than whole Y12 groups in larger areas – Pod / Theatre) and to be located in different classrooms, if possible with the same teacher</li> <li>• Separate allocated space for vulnerable pupils/children of critical workers</li> <li>• Daily morning briefing for all Y10 students in the Concourse to share/reinforce messages</li> <li>• Breaks and Lunch to be supervised to allow staggered access to the Concourse and maintain social distancing</li> <li>• Fields and outdoor areas to be supervised</li> <li>• Visitors to be kept to a minimum and by appointment where possible to be instructed to maintain 2M social distancing when reporting to reception</li> <li>• Behaviour policy reviewed</li> <li>• Students have a designated set of toilets to use which will be supervised</li> <li>• Indoor areas identified to be used at break or lunch during inclement weather</li> <li>• Reduced occupation of offices where necessary and appropriate waiting spaces clearly communicated</li> <li>• Students waiting for buses supervised to maintain social distancing</li> </ul>	Low	Yes
2.	Risk of exposure to COVID-19 in general spaces in school	<ul style="list-style-type: none"> <li>• PPE supplies are stored centrally and in specific areas and can be accessed by all staff members</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Wearing a face covering or mask in schools is not recommended by the DfE and are therefore not supported by the school and the school will not provide them. However, if staff or students wish to wear a face mask they may do so but it must be of plain colour(s) and without images or inappropriate in nature or size or branding</li> <li>Use of PPE posters displayed</li> <li>Behaviour policy reviewed</li> <li>Students will be able to use the school bike racks whilst maintaining social distancing of 2m</li> <li>Parents are issued with a reminder card of the symptoms which will require the parent to keep their child at home and the route way into the new national Track and Trace system</li> <li>Students and staff able to wear non uniform / non business clothes in order to support a reduction in risk of transmission and to support easier washing of clothes at home</li> <li>Students are briefed and instructed on the requirements of social distancing and the rules within each area of the school</li> <li>Management of Infection Control Policy updated</li> <li>CTLs and managers consult subject appropriate governing bodies or associations for latest COVID-19 recommendations e.g CLEAPSS, AFPE, DATA, ABTT etc.</li> </ul>		
3.	Risk of exposure to COVID-19 whilst interacting with pupils with personal care needs	<ul style="list-style-type: none"> <li>Specific students identified</li> <li>Staff trained to provide intimate care safely</li> <li>Supplies of appropriate PPE available in the specific areas where personal care takes place</li> </ul>	Low	Yes
4.	Risk of exposure to COVID-19 for First-Aiders in an emergency situation	<ul style="list-style-type: none"> <li>Only suitable staff meeting the fitness requirements allowed to continue as a First-Aider</li> <li>First-Aiders have access to disposable gloves, aprons, appropriate face mask and eye protection</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
5.	Students, staff and visitors not carrying out regular hand cleaning in accordance with guidelines	<ul style="list-style-type: none"> <li>• Estate Team to monitor and refill soap dispensers, hand gel, tissues and anti-bac wipes across the site</li> <li>• Students are instructed to clean their hands when entering school using at the single point of entry for each year group</li> <li>• Tissues are available in each classroom used to be used after coughing or sneezing and disposed of in waste bins</li> <li>• Lidded waste bins available for suspected COVID-19 tissues and are emptied during the day</li> <li>• Students have a designated set of toilets to use which will be cleaned throughout the day</li> <li>• Students are asked to use hand sanitiser before they enter the toilet area</li> <li>• Students must wash their hands with soap and hot water for 20 seconds after using the toilet</li> <li>• Students are taken by Senior Staff to clean their hands with soap and hot water in the Concourse before having lunch</li> <li>• Visitors to the school will not be permitted other than in emergency circumstances</li> <li>• Visitors are instructed at reception to use hand gel provided before entering the main school</li> <li>• Staff are instructed to use reception as their single point of entry and to use hand gel provided before entering the main school</li> </ul>	Low	Yes
6.	A student, staff or visitor shows symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Isolation room identified enabling the student/staff/visitor be contained until collected/ able to leave the site</li> <li>• First-Aiders have access to disposable gloves, aprons, appropriate face mask and eye protection and receive appropriate additional training</li> <li>• If First-Aiders are required to perform CPR, the guidelines from the Resuscitation Council will be followed</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>If more than one person falls unwell at the same time then different rooms will be used to treat each person</li> </ul>		
	<b>Staff availability and Pupil attendance</b>			
7.	Staffing levels could be less than requirement to ensure the reintegration of pupils adhering to social distancing guidelines	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff continue working from home</li> <li>Staff who fall into the clinically vulnerable group, will be asked to work from home or, if the medical advice is unclear as to whether or not they fall into this group and they are happy to return to onsite work after seeking expert medical opinion and after consulting with their family, to return to work once an appropriate risk assessment has been completed with them</li> <li>Headmaster discussion with individual staff over the best action to take where they are living in the same household as a clinically extremely vulnerable person</li> <li>Headmaster discussion with individual staff where the member of staff is from a BAME background and feels vulnerable in regards to returning to work on site</li> <li>Audit of staff carried out to ensure suitable staffing levels</li> <li>Plans consider staff availability and ensure compliance</li> <li>Plan is in place to ensure that each class/group of children is staffed</li> <li>Contingency plan has been developed to cover staff absence/sickness</li> </ul>	Low	Yes
8.	Anxiety or stress of staff members due to uncertainty or change	<ul style="list-style-type: none"> <li>Headmaster communicates with staff regularly to inform of current and future conditions</li> <li>Staff are able to share concerns with Line Managers or HR or Headmaster or Governors</li> <li>Access available to well-being and mental Health support</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>communicated and shared with staff</li> <li>This COVID-19 Partial Opening Risk Assessment shared with staff</li> <li>Staff attend a training session with Senior Staff to clarify procedures, visit classrooms and ask questions</li> <li>Relevant school Policies are updated to reflect changed practice due to COVID-19</li> </ul>		
9.	Parental concerns	<ul style="list-style-type: none"> <li>Headmaster communicates with parents regularly</li> <li>Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>Clear expectations for parents and their child communicated</li> <li>Parents allowed to decide if they send their child to school or not without fear of being fined</li> </ul>	Low	Yes
10.	Congestion due to student drop off at the start of school	<ul style="list-style-type: none"> <li>Low numbers of students attending each day reduces the risk significantly</li> <li>Year groups and Staff and the Critical Worker group use different single points of entry</li> <li>Year 10 and Year 12 have different starting times to reduce congestion at the beginning of the school day</li> <li>Requirements and procedures to be communicated to parents</li> </ul>	Low	Yes
11.	Increased risk of exposure to COVID-19 on public transport	<ul style="list-style-type: none"> <li>Students encouraged to walk or cycle to school where possible</li> <li>Parents requested not to mix households on school runs and only one parent should enter reception if they have to come in to school in the case of emergency</li> <li>Students and staff who travel on public transport must, in line with government policy, wear a face covering whilst on the public transport system that they use</li> <li>Students are instructed to clean their hands when entering</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		school through the single point of entry for the year group		
	<b>Cleaning</b>			
12.	Kitchen area has been used at a reduced capacity increasing the risk of bacteria	<ul style="list-style-type: none"> <li>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas</li> </ul>	Low	No
13.	Internal furniture, fixings and equipment has increased risk of being contaminated by COVID-19	<ul style="list-style-type: none"> <li>Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Cleaning has been increased ensuring that all frequently used objects and items are cleaned to include:               <ul style="list-style-type: none"> <li>Door handles</li> <li>Desks, table tops</li> <li>Bannisters</li> <li>Light switches</li> <li>Toilets</li> <li>Sinks</li> </ul> </li> <li>Disposable cloths/mop heads/equipment used where necessary</li> <li>Increased cleaning capacity in place during the day</li> <li>CLEAPPS guidance for DT and Science</li> </ul>	Low	Yes
14.	Educational equipment has increased risk of being contaminated by COVID-19 and transmitting between users	<ul style="list-style-type: none"> <li>Student numbers greatly reduced</li> <li>Lesson planning eliminates or significantly reduces the need for equipment to be used by students and staff</li> <li>The use of handouts and worksheets is minimised and set out on desks before the start of the lesson</li> <li>Work is not handed in to the teacher at the end of a lesson</li> <li>Practical lessons discussed in advance with RMU to agree suitable risk control and cleaning measures</li> <li>Equipment used is cleaned more frequently</li> </ul>	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Anti-bac wipes available in each classroom can be used to clean equipment and surfaces</li> <li>• Students bring their own writing equipment for use in lessons and do not borrow or share personal equipment</li> <li>• School bags are kept within the desk area of a single classroom desk</li> </ul>		
	<b>Estate</b>			
15.	Systems not functioning, poor condition or require specialist attention if switched off for long periods of time	<ul style="list-style-type: none"> <li>• All school systems have continued to run and be used due to Key Worker provision</li> <li>• Maintenance program has continued during the lockdown</li> </ul> Checks regularly carried out on the following: <ul style="list-style-type: none"> <li>• gas</li> <li>• heating</li> <li>• water supply (Legionnaire)</li> <li>• fire systems</li> <li>• mechanical and electrical systems</li> <li>• catering equipment</li> <li>• Local exhaust ventilation</li> <li>• Air conditioning</li> </ul>	Low	Yes
16.	Water systems could contain Legionnaires	<ul style="list-style-type: none"> <li>• Majority of water systems have continue to be used during the lockdown</li> <li>• Major systems have remained functioning and received required maintenance and servicing</li> <li>• Systems that have not been used for a period of time will be flushed through as per statutory guidelines</li> </ul>	Low	Yes
17.	Fire safety systems faulty or procedures not suitable for partial reopening	Checks carried out to ensure that: <ul style="list-style-type: none"> <li>• All fire doors are operational</li> <li>• Fire alarm system and emergency lights are operational</li> </ul>	Low	Yes



Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Evacuation procedure updated to reduce convergence of groups and enable social distancing at Fire Assembly area as far as practicable in an emergency</li> </ul>		
	<b>Safeguarding</b>			
18.	To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul>	<ul style="list-style-type: none"> <li>Pupils have been identified</li> <li>Action plan in place to ensure increased needs are addressed</li> <li>Students are directed to appropriate mental health support both in school and where relevant with external agencies if required</li> <li>Staff are reminded through an onsite training briefing and through an online training video, of signs to look for in students which may suggest concerns with their mental health</li> <li>Staff are encouraged to highlight any students who may benefit from mental health support</li> </ul>	Low	No

ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		Recommended Actions
1.	Students, staff or visitors may not maintain 2M Social distancing guidance	<ul style="list-style-type: none"> <li>• Final plan required – revised Behaviour Policy</li> <li>• Duty rota to be created</li> <li>• Appropriate sanctions need to be decided and communicated to students, staff, visitors and other stakeholders</li> <li>• Review Behaviour Policy</li> <li>• Toilet supervision/cleaning rota to be created</li> <li>• Estate to mark floors and cordon off areas as deemed appropriate and useful</li> <li>• Social distancing continuously monitored across the school and additional measures introduced in light of feedback</li> </ul>
2.	Risk of exposure to COVID-19 in general spaces in school	<ul style="list-style-type: none"> <li>• Final plan required to include student briefing and instruction on the requirements of social distancing and the rules within each area of the school</li> <li>• One way systems or a walk on the left rule in corridors to avoid unnecessary face to face meetings</li> <li>• Update Management of Infection Control Policy</li> <li>• Install PPE posters</li> <li>• Check and monitor PPE availability</li> <li>• CTLs and managers to communicate subject/area specific COVID-19 related requirements to relevant staff and use the information to inform lesson planning as required</li> </ul>
3.	Risk of exposure to COVID-19 whilst interacting with pupils with personal care needs	<ul style="list-style-type: none"> <li>• Final plan required and communicated to relevant staff</li> <li>• Check and monitor PPE availability</li> </ul>
4.	Risk of exposure to COVID-19 for First-Aiders in an emergency situation	<ul style="list-style-type: none"> <li>• Final plan required</li> <li>• Check and monitor PPE availability</li> </ul>
5.	Students, staff and visitors not carrying out regular hand cleaning in accordance with guidelines	<ul style="list-style-type: none"> <li>• Final plan required to communicate requirements to students, staff and visitors</li> <li>• Duty rota to be created</li> <li>• Toilet supervision/cleaning rota to be created</li> <li>• Green topped paper bins repurposed and labelled as tissue bins</li> <li>• Cleaning schedule to enable more regular emptying of tissue bins, double bagging and securely stored for 72 hours</li> </ul>

6.	A student, staff or visitor shows symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Prepare isolation room</li> <li>• Install PPE and communicate instructions to users</li> <li>• Additional training for First-Aiders</li> <li>• Posters to be displayed</li> </ul>
7.	Staffing levels could be less than requirement to ensure the reintegration of pupils adhering to social distancing guidelines	<ul style="list-style-type: none"> <li>• Headmaster discussions with individual staff</li> <li>• Risk Assessments with staff to be completed where necessary</li> </ul>
8.	Anxiety or stress of staff members due to uncertainty or change	<ul style="list-style-type: none"> <li>• Headmaster &amp; HR to continue dialogue and communication with staff</li> <li>• This COVID-19 Partial Opening Risk Assessment shared with staff when approved by Estate, H&amp;S Governor committee</li> <li>• Staff training rota to be created and training taken place</li> <li>• Policy updates</li> </ul>
9.	Parental concerns	<ul style="list-style-type: none"> <li>• Communication with parents to continue</li> </ul>
10.	Congestion due to student drop off at the start of school	<ul style="list-style-type: none"> <li>• Communication with parents</li> <li>• Block off Lodge car park to allow space for social distancing near student single pointy of entry</li> </ul>
11.	Increased risk of exposure to COVID-19 on public transport	<ul style="list-style-type: none"> <li>• Communication with parents and students</li> </ul>
13.	Internal furniture, fixings and equipment has increased risk of being contaminated by COVID-19	<ul style="list-style-type: none"> <li>• Monitor cleaning staff availability and equipment</li> <li>• CLEAPSS guidance for DT and Science emailed to CTLs</li> </ul>
14.	Educational equipment has increased risk of being contaminated by COVID-19 and transmitting between users	<ul style="list-style-type: none"> <li>• Staff to plan lessons to eliminate use of equipment if possible or ensure equipment is cleaned frequently</li> <li>• Practical lessons discussed in advance with RMU</li> <li>• Parents are informed that students must bring their own equipment</li> <li>• Anti-bac wipes to be put in each classroom</li> </ul>
15.	Systems not functioning, poor condition or require specialist attention if switched off for long periods of time	<ul style="list-style-type: none"> <li>• Monitor systems</li> </ul>
16.	Water systems could contain Legionnaires	<ul style="list-style-type: none"> <li>• Flush water systems as required before occupation of that area</li> </ul>
17.	Fire safety systems faulty or procedures not suitable for partial reopening	<ul style="list-style-type: none"> <li>• Evacuation routes to be updated and communicated in light of specific classrooms being used</li> <li>• Fire Assembly area to be assessed and modified as deemed necessary</li> </ul>

References:



## NSB H&S Policies

.GOV documents (not exhaustive and are updated regularly):

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876212/COVID19\\_Guidance\\_Employers\\_and\\_businesses\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876212/COVID19_Guidance_Employers_and_businesses_.pdf)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

HSE documents (not exhaustive and are updated regularly):

<https://www.hse.gov.uk/news/coronavirus.htm>

[https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=working-safely-1&utm\\_content=general-15-may-20](https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=working-safely-1&utm_content=general-15-may-20)



CLEAPSS Science

GL336 – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic

GL343 – Guide to doing practical work in a partially reopened school – Science

GL345 – Guidance for science departments returning to school after an extended period of closure

CLEAPSS DT

GL344 - Guidance on practical work in a partially reopened school in DT

GL346 - Equipment and machine maintenance during Extended Closure

GL347 - returning to school after an extended period of closure

AFPE

COVID-19: Interpreting the Government Guidance in a PESSPA Context May 2020 A practical self-review tool for risk assessment