The Corsham School COVID-19 risk assessment

The Corsham School   **Assessment carried out by: MC**

Date assessment was carried out: 09/07/2020 -updated 16/9/20 -2nd update 9/11/20

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on working safely during the coronavirus outbreak.

HSE's core guidance on managing risk.

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:

- Wales
- England
- Scotland

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?

Getting or spreading coronavirus by not washing hands or not washing them adequately	Teaching Staff
	
	Pupils
	
	Support Staff (separate RA for Tas/Sci Techs/IT support)
	
	Visitors coming to reception
	
	Contractors
		Follow our guidance on [cleaning, hygiene and hand sanitiser](#)
		
		- Provide water, soap and drying facilities at wash/sani stations
		
		- Provide information on how to wash hands properly and display posters
		
		- Based on the number of workers and the number of people who come into your workplace decide:
		   O how many wash/sani stations are needed
		   O where wash/sani stations need to be located
		You may already have enough facilities
		
		- Provide hand sanitiser for the occasions when people can't wash their hands
		
		-
			Every school toilet is well equipped with soap water and disposable paper towels, pedal bins double lined, all toilets are checked and cleaned at regular intervals
			
			In every room in use there is a sani station with hand gel/tissues/signage/pedal bins to remind people to wash hands. Teaching staff are asked to remind every pupil to sanitise hands upon entry to every room.
			This is also in place at every gate to the school. Duty staff ensure anyone entering the site sanitises their hands
			- The same applies to school reception. Gates are segregated by bubble and compliance is ensured through morning meet and greet, all
				Daily check of sani station resources by Site staff and cleaners
				
				Business Manager through well-
					Every day Site staff replenish and order new stocks and when required
					
					Weekly

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
			students sanitise on entering the site and are checked for masks - Ask staff to check hands for dryness cracking	being at work scheme	

			report to you if there is a problem		
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Teaching Staff Pupils Support Staff Visitors coming to reception Contractors	All students are kept in bubbles in specific zones according to DFE requirements June 2nd 2020 The basic premise is that pupils in a bubble in their zone do not need to social distance. Entrances, exits and toilet facilities have been zoned and made exclusive to one bubble only, corridors also have one-way systems or are used exclusively for one bubble. Teaching staff travel from room to room beyond bubbles and zones therefore they need to continue social distancing. Zones/gates/bubbles are carefully policed during the day through a redesigned staff duty roster with clear advice about what each duty entails All rooms are equipped with 2 metre markers to ensure staff can continue distancing, Where possible staff will have separate entrance and exit points to minimise corridor passing with students In addition, clear instructions have been given to bus travelling students and their parents concerning maintaining bubbles on the bus and to and from school. Duty roster and signage adapted to ensure bubbles are maintained on buses at the end of the school day and all bus travellers have to wear masks on the bus Identify:	Duty staff, team leaders and Leadership group will frequently check that guidelines concerning staff movement, bubbles and zones are being kept to. Incidences where zoning and bubbles are not adhered to will be reported on classcharts and appropriate disciplinary measures taken according to updated behaviour policy Staff will be frequently reminded of distancing requirements. Temporary staff room and staff work room will maintain social distance markers and appropriate easy clean furniture. Teachers are asked to disinfect every work station they use before and after use. Detergent is kept in every room with the sani-station along with disposable cloths Staff are given clear rules about sharing resources and Team	Teaching staff Leadership Group Middle Leaders, Duty Staff Team Leaders	Daily Weekly Hourly Weekly meeting check

			● areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc ● areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ● areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ● areas and surfaces that are frequently touched but are difficult to clean ● communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation	Leaders will monitor these. Staff services such as reprographics will be given new working methods to minimise contact and handling of resources. Full time cleaners are in place to regularly clean throughout the working day areas where staff may share space and surfaces such as staff room - staff toilets. Doors and windows will be kept open to improve ventilation and to minimise the need for touching. All staff have an individual Risk Assessment where personalised recommendations and adaptations to working practice are made. Some admin staff will be working from home and teachers will be encouraged/allowed to leave the site whilst not teaching, duties permitting	Business Manager Site Staff Site Staff and Teaching Staff Business Manager	September Daily Daily July 5th to September 1 Daily

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ○ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ○ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ○ where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact ○ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ○ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ○ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation	Following Union Consultation on Monday July 13, staff consultation July 21 and Governor consultation, July 23 The set of guidelines and working practices have been agreed as described in the September Plan document. Adaptations have been made following individual risk assessments and consultation over working practice Staff rooms will have a displayed maximum safe occupancy Appropriate one-way systems and signage Ensuring open doors/windows	HT Business Manager Site Staff Site Staff Site Staff	By July 23 By Sept 1 By Sept 1 By Sept 1 By Sept 1 checked daily

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		○ Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier	Cleaner employed and tasked	Site Staff	Daily
		○ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens	Signage in every room and with every Sani-station	Site Staff	Daily check
		○ put signs up to remind people to wash and sanitise hands and not touch their faces			
		○ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it			
		○ In addition, as from Sept 7, all students required to have a mask and wear it at certain times during the day. Students/staff travelling by bus must use a mask. Students/staff entering a building must wear a mask. Masks are not compulsory in class, but elsewhere in any building. Masks are compulsory for all at 3pm until the site is clear as there is a higher risks that bubbles may crossover	The rules have been repeated frequently to parents and advice about type of masks given along with instruction on safe use of masks. The tutor programme has instructions videos/guidance infogram that all students have gone through to minimise risk of misuse. Teaching staff have been reminded to issue regular		Sept 7 onwards And daily thereafter

				guidance to students on the use of masks and sanction those who do not comply. In addition good bus company liaison means the wearing of masks on buses is monitored and enforced with sanctions for non compliers.		
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	–	N/a See individual RA's for staff	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	Business Manager	July 17

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?

Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Teaching Staff
	
	Pupils
	
	Support Staff
	
	Visitors coming to reception
	
	Contractors
		Use the guidance on cleaning and hygiene during the coronavirus outbreak
		
		- Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom
		
		- Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean
		
		- Identify where you can reduce the contact of people with surfaces, eg by leaving open doors
			- Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented
			
			- Provide information telling people who needs to clean and when
			
			- Provide instruction and training to people who need to clean. Include information on:
			  ○ the products they need to use
			  ○ precautions they need to follow
			  ○ the areas they need to clean
			
			- Identify how you are going to replenish cleaning products
				Cleaners checked by Site Staff
				
				Monitored by Site Manager
					Daily
					
					Stock check daily, product information sheet and recommendations Always available on file

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		- - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - - - - - - - - - - - - -	The September plan outlines the zones and bubbles plan to restrict movement and minimise contact Resources section of plan addresses safe use of shared resources Focus of onsite daily covid cleaning links to class room use in September plan. Outside areas sprayed at regular intervals	Leadership Team Team Leaders Site Staff	Sept 1 Sept 1 Sept 1 Sept 1

		Controls	What further action do you need to consider to control the risks?		When is the action needed by?
15		- Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas - clean things like reusable boxes regularly	In addition, teachers asked to clean work stations before and after each use All specialist rooms that are used by more than one bubble receive a covid clean inbetween different bubble use. Extra pedal bins sourced and cleaners employed to empty more frequently, lidded pedal bins provided in every room and on every gate to ensure that we avoid a disposable mask problem		June 15

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		- Put in place arrangements to clean if [someone develops symptoms of coronavirus in work](#)			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers /pupils	A new procedure has been instigated where any child reporting illness is sent home and rooms used by the child fogged with anti bacterial spray to ensure safety for other room users and staff. Procedures cover scenarios where multiple pupils report illness at once	Procedure monitored for effectiveness by DH. Records kept of contact of pupils/rooms used for cleaning or tracking purposes	DH Care and Guidance	Sept 9 onwards
		Follow our guidance on stress and mental health - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions	[Further advice and support](#) - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies		

		- Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours			
Contracting or spreading the	Workers	Follow our guidance on social distancing.	- Put in place arrangements to monitor and supervise to make		

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virus by not social distancing	Teaching Staff Pupils Support Staff Visitors coming to reception Contractors	- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: ○ using marker tape on the floor ○ one-way systems ○ holding meetings virtually rather than faceto-face ○ limiting the number of people on site at one time ○ rearrange work areas and tasks to allow people to meet social distancing rules ○ implementing 'drop zones' for passing materials between people ○ providing more parking areas or controlling parking spaces ○ providing facilities to help people walk or cycle to work, eg bike racks	2 metre markers around each teacher station in each class Markers in corridors with one-way systems Separate entrance for staff that avoid corridor contact with students Markers outside to assist in sensible distanced lining up Ensure normal work meetings take place digitally and not face to face Review reprographics distribution of materials and resources	Site staff Site Staff LG Site Staff LG Business Manager	Sept 1

		O Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:	First aiders have full PPE	Site Manager	June 15
		O physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety	Reception Screen	Complete	June 1
15		O place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face O reducing the numbers of people using lifts - If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: O enhanced cleaning regimes O increase in hand washing O limiting the amount of time people spend on the task	Enhanced cleaning in place with extra cleaners	Site Manager	June 15

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		improving ventilation - Display signs to remind people to socially distance (Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	Follow our guidance on display screen equipment in our Protect homeworkers page There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page	Business Manager	October 1

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		- For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	Follow our guidance on heating ventilation and air conditioning (HVAC) - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air	- maintain air circulation systems in line with manufacturers' recommendations	Site manager to source better solution for wedging doors open that have been found to be frequently closed	

| Increased risk of infection and complications for vulnerable workers | Workers | - Identify who in your work force fall into one of the following categories:
○ Clinically extremely vulnerable
○ People self-isolating
○ People with symptoms of coronavirus | - Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant In hand with Business Manager survey and individual staff RAs | Business Manager | July 2020 |

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		- Discuss with employees what their personal risks are and identify what you need to do in each case - Identify how and where someone in one of these categories will work in line with current government guidance - If they are coming into work identify how you will protect them through social distancing and hygiene procedures	Individual Ras and individual work adaptations and risk management	Business Manager	July 2020

| Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE) | Workers | Follow our guidance on PPE during the outbreak

There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus

- Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance | - Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out

Such tasks would be mainly first aiders or contractors. Usual control of contractors policies cover this risk adequately. Site Manager supplies and manages appropriate PPE stock | Site Manager | Monthly |

| **What are the hazards?** | **Who might be harmed and how?** | **Controls** | **What further action do you need to consider to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** |

		- Identify which tasks you need PPE for and specify the right protection factor needed for those tasks - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)			
		NATIONAL LOCKDOWN NOV 4 2020 Following government decision to introduce Lockdown 2.0, new guidelines for schools were introduced. We already had in place the gov requirement to wear face coverings in public and circualtion areas. We have extended this to include in classrooms for all students Benefits of this are staff may feel more confident to work alongside pupils in need for very short periods of time without enhancing risks to themselves or students. , Where SD is not	Some students anxious about corona pandemic and lockdown. School remains open, experience from lockdown 1 clearly demonstrated the importance of well being calls to students. September opening saw mitigation by moving the 20 minute pastoral time to first thing in the morning so Tutors could deliver "well-being"	Deputy Head Pastoral to oversee pastoral staff and well-being services also to check and monitor access and use of these services via	Daily tutor check Weekly pastoral leaders check

		possible (as experience shows) enhanced face covering wearing should help mitigate the risks This is as a result of monitoring existing risk assessments since September and enhancing in line with the national need for enhancement and a SW R rate that is the highest in the country.	programmes and check all students were not anxious about school for the upcoming day. Tutors monitor students in this time and consider what support those demonstrating anxieties may need. The 20 minute tutor time is an ideal time to start the process of matching the school's well being resources to those youngsters that need them most. There are a whole range of anxieties with covid, ranging from fear of contact with others to dislike of masks. Enhanced mask wearing has inherent risks –incorrect wearing –increased anxiety	team meetings. Re-issue safe wearing of mask advice. DHP monitors well-being through the Tutor system and looks for signs of extra anxiety ref not enough mask wearing, or because of too little mask wearing. DHP manages access to support and priorities through pastoral team,	

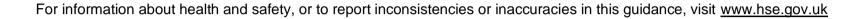|				meetings on a weekly basis. Resources include:- The Tutor system, PSHE programme addressing anxiety, access to trained staff for behaviour support, EBD, anxiety specialists, weekly visiting CAHMS worker and referral system, Pastoral Leaders such as Heads of House, YLMs managing case loads, PLs lead sessions of student voice	

| | | | | as part of monitoring | |
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Further information

HSE's [latest advice on coronavirus](#)

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

You can order HSE priced publications. HSE priced publications are also available from bookshops.

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf