



# Longdean School Risk Assessment

ASSESS THE LIKELIHOOD THAT AN UNWANTED EVENT WILL OCCUR AND THE POSSIBLE SEVERITY IN TERMS OF INJURY OR DAMAGE IT COULD CAUSE

The Health and Safety at Work Act 1974 states employers with five or more employees shall have a written health and safety policy.

The Act also requires employees to take reasonable care of their health and safety and that of others who may be affected by their acts or omissions. Employees should also cooperate with their employer in order that the employer can comply with its statutory obligations.

It is a legal requirement of employers to carry out suitable and sufficient risk assessments through the Management of Health and Safety at Work Regulations 1999. It is important you discuss the assessment and proposed actions with staff or their representatives.

1. IDENTIFY THE HAZARDS – Anything with the potential to cause harm.
2. DECIDE WHO MIGHT BE HARMED AND HOW – Identify all persons at risk, arising from the work related activity.
3. EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS – Including evaluation of existing control measures.
4. RECORD SIGNIFICANT FINDINGS – With a level of detail proportionate to the risk.
5. REVIEW THE ASSESSMENT AS NECESSARY – if you think it might no longer be valid, e.g. following an accident or near miss, changes in process, change of category of persons at risk, introduction of new equipment.

Factors you should consider when deciding how to reduce risk are:

- ELIMINATION – Of the risk.
- SUBSTITUTION – Or reduction of the hazard.
- ENGINEERING CONTROLS – e.g. segregation barriers.
- ADMINISTRATIVE CONTROLS – e.g. warning signage.
- PPE – Use personal protective equipment.

Specific factors to consider which may increase the likelihood of incident when working with young people are:

- LACK OF EXPERIENCE & TRAINING
- IMMATURE PHYSICAL AND PSYCHOLOGICAL CAPABILITY
- POOR RISK PERCEPTION
- POOR COMMUNICATION SKILLS
- PEER PRESSURE

For further information and to view HSE example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>



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**ACTIVITY:** COVID-19: FULL RETURN TO SCHOOL SEPT '20

**ASSESSMENT DATE:** 31\7\2020

**THIS ASSESSMENT IS A REVIEW OF THE COVID-19: RETURN TO SCHOOL POST LOCKDOWN (MAIN BUILDING) 22\5\20 ASSESSMENT AS A RESPONSE TO UPDATED GOVERNMENT GUIDANCE AND IT SHOULD BE VIEWED WITHIN THAT CONTEXT.**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Infection of COVID-19 Coronavirus.	Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.	<p>Compliance with updated Government guidance for reducing the risk of infection to facilitate the full return to school of all pupils and staff in September '20 as follows:</p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE) This will be FP2\Medical face masks, face shields and gloves.</li> </ol>	<ul style="list-style-type: none"> <li>• Receiving staff members e.g. Admin office staff to question visitors upon arrival on site in relation to COVID-19 and whether they have or been in contact with anyone presenting symptoms.</li> <li>• Installation of Hand Sanitiser 'Stations' at key locations within the main building and sports facilities.</li> <li>• Installation of signage promoting point 3. Tissues available for students &amp; staff. Waste disposal frequency increased.</li> <li>• PPE will be issued to members of staff who do not normally require it for their job role and can provide medical evidence of their vulnerability. It will be provided and considered as a reasonable adjustment through the HR process.</li> </ul>	Premises Team	1\9\20	IN PROGRESS





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Infection of COVID-19 Coronavirus.	Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.	<p>Cont'd:</p> <ul style="list-style-type: none"> <li>minimising contact between students and staff. This will be achieved by creating year group 'Bubbles'. Wherever possible, staff will move between classes.</li> <li>Different entrances into the building will be used by each year group as they arrive and depart. The entrances will be signposted and the procedure communicated to pupils and staff. A sanitiser station will be located at each final exit.</li> <li>Amend school day timetable to facilitate the minimisation of student movement through the building. E.g. setting of double and triple lessons, allocation of rooms to be clustered as far as is practicable.</li> <li>For Option classes students will be instructed to wipe down their work area at the start of each session.</li> <li>Operating a One-Way route system throughout the building.</li> <li>Stagger lunch times for respective year groups.</li> </ul>	<ul style="list-style-type: none"> <li>Individual staff will be provided with anti-bacterial wipes to use as necessary as they relocate to each room throughout the day.</li> <li>Individual staff are encouraged to obtain individual subject materials storage units, at the school's expense, to be kept in each room they are timetabled.</li> <li>BAME staff are recognised as being at greater risk and as such will be individually risk assessed if required. Appropriate control measures will be considered and implemented as necessary and as far as practicable.</li> </ul>	<p>Premises Dept. to issue product based on availability.</p> <p>Head of Dept.\ Premises &amp; Safety Manager\ HR Manager\ Headteacher</p>	<p>3/9/20</p> <p>ONGOING</p>	



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Infection of COVID-19 Coronavirus.	Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.	<ul style="list-style-type: none"> <li>Cont'd:</li> <li>Students to purchase food from sentinel till points located within close proximity to classrooms.</li> <li>Stagger leaving times for respective year groups.</li> <li>Designate external zones for students at lunch. Staff allocated to the group will supervise social distancing between students.</li> <li>No whole school Assemblies will be held.</li> <li>Students will be instructed to be 'Self-Sufficient' for the school day. This will include arrangements for medication to be administered by the individual under the supervision of the Lead First Aider. If privacy is required, the First Aid Room should be used.</li> <li>The First Aiders should wear the appropriate level of PPE if it is not possible to maintain a 2m distance to assist or treat an unwell student.</li> <li>If a student, staff member or visitor presents COVID-19 symptoms whilst on site, they should be isolated in the areas designated for the purpose until collection or transport arrangements are in place. A separate RA is available and held in First Aid.</li> <li>If a positive test is returned, engage with the NHS Track &amp; Trace protocol through the Local Health Protection Team.</li> </ul>	<p>Pre-packaged food will be ordered weekly</p> <ul style="list-style-type: none"> <li>3 rooms are prepared for isolation use.</li> <li>In the event of a whole school closure a Remote Learning Strategy will be implemented to maintain continuity of education.</li> </ul>	<p>Finance Director, liaising with catering contractor</p> <p>SLT</p>	<p>1\9\20</p> <p>1\9\20</p>	



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Infection of COVID-19 Coronavirus.	Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.	<ul style="list-style-type: none"> <li>Cont'd:</li> <li>Students with underlying health issues or with an EHCP* will have individual Risk Assessments conducted by the relevant staff. *Education Health Care Plan.</li> <li>Extra-curricular activities will be subject to modification to ensure Social Distancing and the 'Bubble' principles are maintained, specifically before school tutoring, Breakfast Club and Homework Club. For P.E. fixtures and other trips involving the school's minibuses, no cross-year group activities will take place, in addition, the vehicles will be sanitised between use by each year group.</li> <li>The Performing Arts Dept. will implement an amended curriculum to minimise transference between equipment used. Equipment will be sanitised as far as is practicable between year groups. Group singing will not take place.</li> <li>Physical Education should be biased towards outdoor where possible.</li> <li>Science</li> <li>Design &amp; Technology</li> <li>Food</li> <li>Art</li> </ul>	<ul style="list-style-type: none"> <li>Main pedestrian routes into building are marked to maintain a 2m distance between individuals.</li> </ul> <p>A separate RA for Performing Arts.</p> <p>A separate RA for P.E.</p> <p>A separate RA for Science.</p> <p>A separate RA D&amp;T</p> <p>A separate RA for Food</p> <p>A separate RA for Art</p>	<p>Head of Faculty</p> <p>Premises &amp; Safety Manager to oversee.</p> <p>Heads of Dept.</p>	<p>1\9\20</p> <p>1\9\20</p>	



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		<ul style="list-style-type: none"> <li>• Floor markings will be made to larger offices to indicate the 2m Social Distancing guidelines.</li> <li>• Signage and line markings will be placed at the entrance to all offices to indicate Social Distancing guidelines.</li> <li>• Passenger lift will be single occupancy only.</li> <li>• Enhanced and focused deep cleaning of Site following summer holiday pupil activities and contractual works.</li> <li>• Thorough end of day cleaning of the whole building will take place by the cleaning contractor.</li> <li>• A separate RA is in place for the management of Longdean and Interserve contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Protective screens are installed in key offices which open to students, staff and visitors, to provide a safer working environment for support staff. Specifically, the Reception and Student Services window hatches and the Finance Dept. window hatch.</li> <li>• Signage at each office entrance.</li> </ul>	Premises Team	1\9\20	



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FIRE	All users of the premises. Severe personal injury or fatality.	<ul style="list-style-type: none"> <li>A comprehensive Emergency Evacuation Plan is in place. A separate document sets this out and is communicated to all staff.</li> </ul>	<p>The existing procedure has been amended to reflect the change of circumstances in respect of Social Distancing, specifically when mustering at the Assembly Point.</p> <p>This amendment has been communicated to all staff.</p>	Premises & Safety Manager		
Acts of Terrorism \ Armed act of violence Exposure to toxic substance release	All users of the premises. Severe personal injury or fatality.	<ul style="list-style-type: none"> <li>A Lockdown procedure is in place and should be carried out without changes. A separate document sets this out and is communicated to all staff.</li> <li>Business Continuity Plans and other existing emergency procedures, such as utility failure or flooding should be maintained and where necessary Social Distancing implemented if such events occur and building users are evacuated.</li> </ul>				



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Infection of COVID-19 Coronavirus.	Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.	<ul style="list-style-type: none"> <li>Conduct daily and weekly monitoring of processes to assess efficacy and compliance. This is to be carried out by SLT. Personal observation and staff feedback should be discussed at SLT meetings and changes communicated to staff.</li> <li>Union Representatives and Trustees will be consulted at each stage of the planning, preparation, implementation and review of the control measures arising from this COVID-19: Return To School Post Lock-down Risk Assessment.</li> <li>This document may be supported by other procedures detailing specific actions for the overall management of ensuring a safe learning and working environment. If considered appropriate, these procedures should be appended to this RA.</li> </ul>	<ul style="list-style-type: none"> <li>Review Government advice regularly for updates.</li> </ul>	Trustees Headteacher SLT Premises & Safety Manager \ Site Team	Daily	

**ASSESSMENT COMPLETED BY:** A.Wheeler **POSITION:** Premises & Safety Manager **DATE:** 31\7\2020

**APPROVED: HEADTEACHER:**

**BOARD OF TRUSTEES:**

**DATE:**

**REVIEW DATE IF APPLICABLE:** See final panel.

