



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

PRE-ASSESSMENT REMARKS:

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.

- 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.
- 25\8\2021 REVIEW COMMENTS: With schools' full return from Sept '21 amid significant risk level changes, this current review contains any removal or amendments to control measures in place, hitherto, to reduce risk.
- Page 12 summarises which control measures remain in place. All previous control measures, although no longer in use, following a significant reduction in the risk of transmission nationally and locally, remain available to re-instate should it become necessary, by way of an outbreak within the school, local\national increase of risk level or Government guidance.



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<p>Infection of COVID-19 Coronavirus.</p>	<p>Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.</p>	<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"> 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. SEE NOTE REF: Item 1.) 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) This will be FP2\Medical face masks, face shields. Should your job role require it, disposable gloves and apron should be worn. NHS Test & Trace instructions for the management of PPE should be followed. 7.) cleaning frequently touched surfaces and higher contact areas such as door handles\push plates, balustrade hand rails. This will be carried out when practicable by Premises and cleaning contractor staff, using a virucidal product. SEE NOTE REF: Item 7.) 	<ul style="list-style-type: none"> • 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. • Installation of Hand Sanitiser 'Stations' at key locations within the main building and sports facilities. • Installation of signage promoting point 3. Tissues available for students & staff. Waste disposal frequency increased. • 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. • REF: Item 1.) Lateral Flow (Asymptomatic) Testing in school will take place from 8\3\21 and in addition at home from w/c 15\3\21. • FACE COVERINGS MUST BE WORN IN ALL COMMUNAL & CIRCULATION AREAS BY STAFF AND PUPILS FROM 8\3\21 (exemptions apply). SEE NOTE REF: Item 10.) 	<p>Premises Team</p> <p>Dedicated testing staff</p>	<p>1\9\20</p>	<p>DONE</p>



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		<p>Cont'd:</p> <p>8.) Staff will be provided with medical grade anti-bacterial and virucidal wipes to wipe disinfect surfaces within classrooms and equipment and to issue to students to wipe their areas as necessary. SEE NOTE REF: Item 8.)</p> <p>9.) Staff who have shielded throughout the lockdown period due to their vulnerable or critically vulnerable status will complete a separate individual RA. SEE NOTE REF: Item 9.)</p> <p>10.) Students or staff wearing face coverings will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. FACE MASK MANAGEMENT INFORMATION IS POSTED ON THE H&S NOTICEBOARD. SEE NOTE REF: Item 10.)</p> <p>11.) Liaise with HCC \ DBC to establish the use of COVID Marshals & PCSOs outside school gates and local shops to enforce Social Distancing rules. SLT currently do this independently of LA.</p>	<ul style="list-style-type: none"> Promote as Best Practice face covering use in classrooms within mixed Options lessons (in particular where 2m cannot be achieved) and single year group classes. <p>REF: Item 7.) Additional cleaning during the staggered lunch period will take place undertaken by cleaning contractor staff.</p> <p>REF: Item 8.) Existing stock of anti-bacterial only products are being phased out.</p> <p>REF: Item 9.) Review as necessary for staff returning from shielding W/C 12/4/21 following Lockdown 3.0</p> <p>Instructions should be communicated to staff and students.</p> <p>REF: Item 10.) RE-ITERATE FACE COVERINGS AND TRANSMISSION PREVENTION MESSAGING TO ALL SCHOOL USERS, IN PARTICULAR DETAILING KEY CONTROL MEASURES ARISING FROM THIS RA, UPON RETURN FROM 12/4/21.</p> <p>RE-ENFORCE TO STUDENTS AND PARENTS, SOCIAL DISTANCING APPLIES WHILE ALSO OUTSIDE OF THE SCHOOL SETTING.</p> <p>ENCOURAGE NON-SHARING OF MOBILES</p>	<p>Premises & Safety Manager</p> <p>Premises & Safety Manager. Member of staff</p> <p>Head Teacher</p> <p>Head Teacher \ Admin via letter to parents \ Longdean Link & staff email \ bulletin</p>	<p>30/9/20</p> <p>1/9/20</p> <p>30/9/20</p> <p>Prior to or w/c 12/3/21</p>	<p>DONE</p> <p>DONE</p> <p>DONE</p>



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		<p>Cont'd:</p> <ul style="list-style-type: none"> minimising contact between students and staff. This will be achieved by creating year group 'Bubbles'. Wherever possible, staff will move between classes. 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. ENTRANCES ARE STAFFED DAILY BY SLT 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. For Option classes students will be instructed to wipe down their work area at the start of each session. Operating a One-Way route system throughout the building. Students to purchase food from sentinel till points located within close proximity to classrooms. Stagger leaving times for respective year groups. Designate external zones for students at lunch. Staff allocated to the group will supervise social distancing between students. 	<ul style="list-style-type: none"> Individual staff will be provided with anti-bacterial and virucidal wipes to use as necessary as they relocate to each room throughout the day. 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. 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. Maintain good ventilation in classrooms and other teaching areas (if used) by opening windows and leaving doors open. AC is currently isolated until further advice is available. <p>NOTE: AC has been re-instated for use to provide ambient comfort for office staff. Staff should observe ventilation guidelines and restrict \ limit entry of non-Dept. persons into the area.</p>	<p>Premises Dept. to issue product based on availability.</p> <p>Head of Dept.\ Premises & Safety Manager\ HR Manager\ Headteacher</p>	<p>3/9/20</p> <p>ONGOING</p>	<p>DONE</p>



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		<p>Cont'd:</p> <ul style="list-style-type: none"> Students with underlying health issues or with an EHCP* will have individual Risk Assessments conducted by the relevant staff. *Education Health Care Plan. 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. 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. Physical Education should be biased towards outdoor where possible. Science Design & Technology Food Art 	<ul style="list-style-type: none"> Main pedestrian routes into building are marked to maintain a 2m distance between individuals. <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&T</p> <p>A separate RA for Food</p> <p>A separate RA for Art</p>	<p>Head of Faculty</p> <p>Premises & Safety Manager to oversee.</p> <p>Heads of Dept.</p>	<p>1\9\20</p> <p>1\9\20</p> <p>1\9\20</p>	<p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE</p> <p>DONE</p>



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FIRE	All users of the premises. Severe personal injury or fatality.	<ul style="list-style-type: none">A comprehensive Emergency Evacuation Plan is in place. A separate document sets this out and is communicated to all staff.	<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	1\9\20	DONE



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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">• 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.• 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.				



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<p>Infection of COVID-19 Coronavirus.</p>	<p>Students, staff, visitors from social & physical interaction leading to a proliferation of the virus within the school setting.</p>	<ul style="list-style-type: none"> 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. 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 Lockdown Risk Assessment. 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. 	<ul style="list-style-type: none"> Review Government advice regularly for updates. <p>Senior & Middle Leaders and Trustees are subscribed to Government daily bulletin.</p>	<p>Trustees Headteacher SLT Premises & Safety Manager \ Site Team</p>	<p>Daily</p>	<p>ONGOING</p>



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SCHOOLS' FULL RETURN SEPTEMBER 2021 REVIEW – CONTROL MEASURE CHANGES						
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"> All students will be LFT tested once prior to returning and tested for a second time within five days of the first test. Students will continue to LFT test at home twice a week. Hand sanitiser and anti-viral wipes will remain available to all uses of the facility. Hand washing guidance will continue to be emphasised. Classroom and circulation area ventilation protocols remain active with existing CO₂ monitors serving to indicate to staff the need for improved ventilation. The wearing of face masks remains optional for all users of the facility. However, positive messaging will be retained to reflect the transport and retail sectors. Government guidelines for the education sector will continue to be monitored, the school leadership team taking responsibility to review and implement according to the specific context for Longdean and the wider community. 	<p>CEV staff and students will have any individual requirements for additional control measures considered by the school, but should follow, at minimum, the control measures set out in this review.</p> <p>First Aid practise should continue with existing protocols for close up treatment.</p> <p>Management of positive cases will continue to use the protocol set out above i.e. isolation and removal from site of the individual(s) and close contacts within the school segregated and informed to follow the latest Government guidance for testing and isolation.</p>	<p>HR & HOD PASTORAL HOY</p> <p>AWH TO INFORM ALL QUALIFIED STAFF</p>	<p>AS RERQUIRED</p> <p>1/9/21</p>	



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ASSESSMENT COMPLETED BY: Andy Wheeler. POSITION: Premises & Safety Manager. DATE: 7\4\2021

APPROVED: HEADTEACHER: REF: COVID-19: RETURN TO SCHOOL POST LOCKDOWN (MAIN BUILDING) 22\5\20

APPROVED: TRUSTEES: REF: REF: COVID-19: RETURN TO SCHOOL POST LOCKDOWN (MAIN BUILDING) 22\5\20

REVIEW DATES:

1. JAN '21 BY AWH. (ADDITIONS IN RED).
2. APRIL '21 BY AWH. (ADDITIONS IN BLUE).
3. AUG '21 BY AWH. (ADDITIONS IN GREEN).
- 4.
- 5.
- 6.

FURTHER REMARKS (COMMENTARY):

Ref: Review date 2. Given the national vaccination and LFT testing programmes are at advanced stages the risk levels have been reduced since Review date 1.

Ref: Review date 3. Despite even greater numbers of the population being double vaccinated since Review date 2, and the overall risk for transmission within schools remaining low, the 11-18 age group continue to be significantly vulnerable to, and transmitters of, infection. For this reason, it is essential to follow the remaining control measures listed in this review.