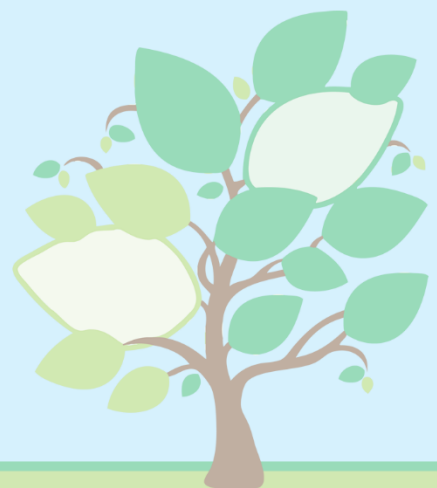


# Forest Way School

General Health and Safety Risk Assessment for:  
**CORONAVIRUS (COVID-19)**



**Forest Way School**

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

**CORONAVIRUS (COVID-19)**

**Used with Existing Risk Assessments & Government Guidance**

**PART 1 : ADMINISTRATIVE DETAILS**

Section/Establishment Name: Forest Way School			
Date of Assessment	15 May 2020	Date of Issue	15 May 2020
Assessment carried out by	Gail Seaton	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
21/5/20	Gail Seaton	21/5/20	Yes	
3/6/20	Gail Seaton	3/6/20	Yes	
28/6/20	Gail Seaton	28/6/20	Yes	
2/7/20	Gail Seaton	3/7/20	Yes	
24/8/20	Gail Seaton	24/8/20	Yes	

<b>Affected persons:</b> Young People <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Others (specify) <input type="text"/>				
Name of Manager confirming and agreeing Assessment:	Gail Seaton			
Signature:				

**RISK ASSESSMENT:  
TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE**

What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Spread of Covid-19 through school and wider school community</b>	The school has the most recent information from the Government, and this is distributed throughout the school community appropriately			<ul style="list-style-type: none"> <li>➤ <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></li> <li>➤ Staff to read the risk assessment that is sent by email.</li> <li>➤ Staff individual risk assessments to be revisited weekly with line with manager</li> <li>➤ Staff to be aware of actions in the case of symptoms developing in pupil or staff during school time.</li> </ul>		
	Headteacher to ensure daily checks are made with Government updates and disseminate					
	All staff working in school with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher, appropriate individual risk assessments completed					
	The school has developed and implemented a Communication Plan based on risk, to ensure arrangements are in place to check the welfare of all pupils in the event of school closure					
	All pupils in school will be expected to return on a full time basis after the 4 initial transition days.					
	School will consider pupil risk assessments – safeguarding and key workers in the event of closures					
	Staff to be aware of medical conditions of pupils in their class					
<b>Medically Vulnerable Pupils and Staff contracting COVID-19</b>	All pupils attending school with a medical vulnerability are known to staff/SLT/Medical staff, in the event of a positive case -pupil/staff in school PHE will be contacted.			<ul style="list-style-type: none"> <li>➤ PHE consulted, staff and parents consulted.</li> </ul>		
	Staff attending work with a medical vulnerability to discuss this with SLT and complete individual risk assessment, review weekly with DHT.					

What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Precautionary transmission measures</b>	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired. Normal reporting of absence should be followed using absence email/line and contact maintained with school.			<ul style="list-style-type: none"> <li>➤ Use GOV.UK website to book a test. Self isolate until result, inform school via absence email line 07860954540 and/or text Headteacher</li> <li>➤ If positive expectation is to engage with 'Track &amp; Trace'.</li>   <li>➤ Communication to parents not to send pupils in if they present with any symptoms</li> <li>➤ If test taken and result is negative pupil can return.</li> <li>➤ Any pupil/staff member with a slightly elevated temperature will be checked 30 mins later</li> <li>➤ Pupils with behaviour plans that includes spitting to have this detailed on their plan which links to staff wearing face shields</li> <li>➤ Staff to read/implement consistently all behaviour &amp; crisis plans of pupils in their bubble</li> </ul>		
Staff who are presenting with COVID-19 symptoms should arrange for a test through the government website and keep SLT informed Family members can apply through website	Pupil's and staff temperatures will be taken on entry to school with the head thermometer, anything above 37.4 taken with ear thermometer. 37.6 or above pupil staff sent home. Temperatures will be taken in classes, thermometers provided. Staff to take own temperatures, use hand sanitiser and clean thermometer after use.					
Pupils/students who are unwell with a cold, light cough, sore throat or a temperature of 37.6 or above will not be allowed to attend school. They must then follow the guidance on self-isolation 10 days and family 14 days and not return to school until their period of self-isolation has been completed.	Staff will have available for their use PPE – facemasks, aprons, gloves for use with pupils who are unable to socially distance. Aprons/gloves to be used for personal care. PPE to be stored in classrooms.					
Goggles/face shields for use with students individually risk assessed for need – risk of spitting/splashing, this includes for close personal care.	Staff to ensure 'donning & doffing' of PPE follows the guidelines					
Staff to dispose of PPE in designated bin and then wash hands	Staff to socially distance in office area and staffroom, only use chairs without signs, provide each other space at sink.					
Staff to take staggered breaks/dinners as per timetable within bubbles to ensure less people on break at the same time. Timetables to be followed by all staff	Maximum number using inside staffroom to be 15. Staff workroom, outside balcony space to be available for use, including tables/chairs if fine. Staff to					

	allow 2m distance when in there. Extra cleaning in between break and dinner performed.					
	Large conference room to be used for break and dinner by staff, windows to be opened and tables spaced. Air conditioning not to be used.					
	Toilets in corridors by tree to be for staff use only.					
	Toilet by reception to be for 'transport' /visitor emergency use only					
	Toilets to be used by 1 bubble at a time, no mixing of bubbles in toilet area. Staff to ensure toilet area empty before allowing pupils in. Toilet lid be put down before flushing. Ensure facemasks/shields worn by staff in toilets					
	Regular cleaning of toilets, handles and sinks throughout the day by cleaning team. Cleaning team socially distance at all times.					➤ Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves or putting into dishwasher.					➤ Blowers disconnected in toilets, paper towels provide and bins.
	Staff to wash hands frequently throughout the day for 20secs					➤ Additional cleaners employed during the day
	Staff advised to wash clothes each night, get changed as soon as returning home and shower before seeing family					
	Staff advised not to wear jewellery or watches					
	Staff to stay in their allocated new class groups and work only with those staff and students, in the allocated rooms, sufficient staff within teams to rota breaks/dinner.					
	Premises/cleaning/admin staff not allocated to bubble to socially distance at all times					
	Pupils to stay in allocated rooms, no errands/jobs to be run by pupils to office area – use phone/radio for contact. No gathering at the tree. Pupils to be accompanied when walking to breaktime exits by staff at all times. Controlled entry to school after breaktime to be managed by staff.					
	Staff to use toilets in corridor and upstairs to ensure 2m distancing in washing area					
<b>What are the hazards? (What can go wrong)</b>	<b>Generic Control Measures</b>	✓ X N/A	<b>Person to implement</b>	<b>Additional Control Measures needed to reduce risk to an acceptable level</b>	<b>Person to implement</b>	<b>Date to be actioned</b>

<i>continued</i>	<p>All staff follow and regularly reiterate the hygiene message to students where appropriate:</p> <ul style="list-style-type: none"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>• throw the tissue in a bin</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul>					
	<p>All pupils/students are supported to wash their hands;</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet and after all breaks and sporting activities</li> <li>• After all activities/change of classroom</li> <li>• before food preparation and eating any food, including snacks</li> <li>• before leaving school</li> </ul>					
	<p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p>					
	<p>Staff will use and follow the timetables for the hall and outside areas to ensure that they do not become too crowded</p>					
	<p>School will rigorously monitor visitors to the site</p>					
	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day by staff that will socially distance all day</p>					
	<p>When possible, open windows within all rooms to increase air flow and ventilation. Air conditioning in Studio only to be used if temperature becomes too hot for the pupils in there</p>					
	<p>P16 use of King Ed Room – all hygiene measures to be followed. Room to be cleaned by Forest Way cleaners.</p>			<p>➤ See King Ed Risk Assessment</p>		
<b>Social distancing</b>	<p>Currently most pupils in school are unable to socially distance so staff will be provided with PPE – facemasks/shields for all working with pupils, gloves/aprons for personal care.</p>			<p>➤ <u>Gov Guidance: Social distancing in educational settings</u></p>		
	<p>Pupils in Forest Lodge, Croft /Den may be able to understand and implement social distancing, staff to support pupils in maintaining this. PPE available for staff if this is not applied consistently by pupils.</p>					

	<p>Croft – 1 way system set up to ensure no passing in corridors – clear staff communication at Croft for full use of rooms, see Croft risk assessment</p> <p>Students to have initial lessons on social distancing</p>			
	<p>Everyone to keep to left of corridors when walking through, where possible. Staff to support pupils with this. Staff to be mindful if putting equipment out into corridor.</p>			
	<p>PE staff to organise suitable outside activities using minimal hand equipment and ensure staff support pupils to 2m distance, where possible. Care taken when exiting gates to prevent crowding</p> <p>Equipment used to be cleaned between groups- pupils and staff to wash hands after activities</p>			
	<p>Pupils and staff allocated in key stage bubbles, pupils and staff to avoid mixing between bubbles, follow break timetables to ensure spread of staff even. Staff to use staff only rooms, implementing 2 m distancing for resource work.</p>			
	<p>Staff to support social distancing amongst their pupils, room set up for 2m space between desks where possible and limit pupils/staff facing each other.</p>			
	<p>Outside areas to be used as per timetables, pupils supported to spread out during activities by staff – use classroom doors to exit onto playground where possible to avoid crowding.</p>			
	<p>LT Team to organise pupils coming into school and dismissal to ensure staggered entry/exit into school. Staff not to congregate in entrance but wait to be called by radio</p>			
	<p>Staff to accompany pupils to toilet and check for crowding/mixing bubbles – clear communication with other staff teams required. No pupils to move around school unaccompanied.</p>			<ul style="list-style-type: none"> <li>➤ Staff to handover to parents outside where possible</li> <li>➤ Class staff to listen and respond to radio and walk pupils when alerted</li> </ul>
	<p>No large gatherings of pupils or staff.</p> <p>Pupils: Acorns to eat in classes. Staff to collect. Oaks to eat in classrooms except for Forest Lodge pupils to eat in hall. Den/Croft to eat there. Class staff to collect dinners for their own pupils.</p>			<ul style="list-style-type: none"> <li>➤ Training, including weekly to be held in smaller groups or remotely</li> <li>➤ Assemblies to be held in classes remotely</li> </ul>

				➤ Key Stage Meetings to be held in smaller groups or remotely.		
What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	9Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>continued</i>	<p>Staff in office/admin area/medical room to implement 2 m distance rule at all times. No pupils in admin area, including for using photocopier Staff to ring office where possible and only visit the area if necessary. Using photocopier – no waiting, clean hands before and after use – sanitiser available.</p> <p>Pupils requiring medication – Class Lead to discuss with Rosie/Claire how this will be carried out. No pupil to be brought to medical room without prior arrangement unless emergency first aid required. Staff only to visit medical room if absolutely necessary</p> <p>Staff not working in classrooms with pupils to maintain a 2m distance with everyone in school, including premises staff, cleaners. Staff to avoid mixing with staff from different bubbles where possible and maintain 2m distance at all times.</p> <p>BM/Premises staff to organise staggered exit of buses/taxis to ensure no big groups entering school. DHT/SLT to monitor/control exit/entry of pupils to school. Pupils to wait on taxis/buses until clear to exit. Clear communication established with drivers/escorts</p> <p>Parents/transport encouraged to 2m distance outside by use of markings on floor. One way system at front of school implemented.</p>			➤ SLT manage situation if necessary		
<b>Lack of staffing capacity</b>	<p>Close monitoring and understanding of staff absence – to ensure adequate capacity at all times</p> <p>Use of regular supply staff to supplement staffing, risk assessment read by all.</p> <p>Emergency cover arranged for all key positions in school including opening/closing school</p>			Inform staff and contact parents if the school is to temporarily close		



	DSL on site at all times					
What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Staff, pupils/students or visitors develops symptoms of coronavirus (COVID-19) on site</b>	SLT alerted and organise all contacts staff & pupils to return home as soon as possible			<ul style="list-style-type: none"> <li>➤ Advised to take a test and follow self isolation guidelines, advise school of results, either by emailing absence line or texting Headteacher</li> <li>➤</li> <li>➤ Avoid touching anything</li> <li>➤ All other persons are to maintain a safe distance from affected individual.</li> <li>➤ <u>Gov Guidance: Cleaning in non-health care settings</u></li> </ul>		
	Staff to self- isolate – journey home by car and informed about how to obtain a test. Contact maintained with staff member by Deb/SLT					
	Parents will be informed that their child is not well and asked to collect immediately, informed of how to obtain test					
	Pupil reported to SLT and taken to designated area – Parent Carer’s Room or if in individual room wait there					
	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)					
	Areas occupied (classrooms, offices and any other rooms) and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.					
	SLT to support staff in contact with affected person in taking off PPE and ensure correct disposal					
	All children in school take a letter home to communicate to parents if positive case identified.					
<b>Confirmed staff or pupil Covid-19 case</b>	Classrooms(s) and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for 72 hours. These areas will be secured with appropriate signage on the door ‘Closed for Cleaning’. The rooms will then be cleaned and disinfected.			<ul style="list-style-type: none"> <li>➤ <u>Gov Guidance: Cleaning in non-health care settings</u></li> <li>➤ Public Health Advice taken regarding actions taken by school</li> </ul>		
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal					
	All school contacts alerted and sent home. Letter/communication sent home to parents of pupils involved.					

	The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance					
What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Hygiene provision and effective cleaning	Soap and towel dispensers throughout school are fully stocked at the start of each day, driers disconnected and replaced with paper towels/bins			<ul style="list-style-type: none"> <li>➤ Additional cleaners employed throughout the day for enhanced cleaning of high use areas</li> <li>➤ Clear communication to classes regarding expectation for cleaning of classroom at end of day</li> <li>➤ <u>Gov Guidance: Cleaning in non-health care settings</u></li> </ul>		
	Soap and towel dispensers monitored throughout the day and kept fully loaded.					
	Quality of cleaning and hygiene monitored on a daily basis Deployment of additional cleaning through use of employed or contract cleaners as required					
	Hand sanitisers – (Alcohol based) located at key points throughout school and within classroom areas					
	Pupils hands washed immediately on arrival at and departure from school on entry/exit to classroom					
	All hand contact surfaces to be cleaned throughout the day by <del>daily designated Resources Team</del> . Only use cleaning products supplied by the school. All resources to be cleaned after use (including computers).					
	Class Teams to use time after school to ensure thorough cleaning of resources used. Consider minimising use of fabric/soft toys and wash thoroughly in washing machine after each day. Restrict use of sand etc Sensory resources to be used if thorough cleaning can be undertaken. Class displays to be on boards only, no door coverings.					
	If pupils use fixed playground equipment during allocated time outside – staff to return to wipe down before next group goes outside where possible – all pupils to wash hands on entry/exit to playground.					
	PE equipment to be cleaned in between groups where not possible to allocate classes their own equipment and return to class.					
Rooms shared by bubbles to be cleaned before using again – Food Technology, Hall – timetable provided for cleaners to implement this						

	Deployment of deep cleaning methods where considered necessary particularly when or if confirmed cases of COVID 19 suspected/confirmed.					
	All staff follow cleaning procedures and risk assessments with special attention given to contact points i.e. light switches, hand rails, door handles and toilets etc					
Site staff absence	Use of other local school site staff specialists to assist where necessary ie testing of water sampling, swimming pool, fire emergency testing			➤ Contact Apollo Facilities Manager ➤ Inform staff and contact parents if the school is to temporarily close		
	Administration members of staff able to adhere to documented system in order to maintain building and plant including periodic compliance checks where required.					
	Members of SLT able to open up school and secure the building/premises in the absence of Site Managers					
<b>What are the hazards? (What can go wrong)</b>	<b>Generic Control Measures</b>	✓ X N/A	Person to implement	<b>Additional Control Measures needed to reduce risk to an acceptable level</b>	Person to implement	Date to be actioned
Travel off site (inc driving to and from work)	Travel off site during working hours restricted and subject to approval by SLT member.			➤		
	Trips to be discussed and approved by SLT/Gail prior to planning begins.			➤		
	Staff reminded to stay 2 metres (6 feet) away from other people where possible on the way into work and when travelling off site during the day.			➤		
	Staff are advised to keep up to date about reduced public services					
	Everyone advised to stay on site once they have entered it and not use local shops etc.					
	Staff recommended to avoid public transport if possible and ensure hands are washed thoroughly on arrival at school. No car sharing.					
	Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).					
	Staff try to avoid rush hours and busy times if they can					

	Ensure school vehicles are cleaned and sanitised by driver of the vehicle after use. School/Company vehicles contain packs of gloves, sanitisers and masks and Viral Plus Spray guns/cleaning cloths for this purpose					
	Where appropriate PPE equipment at all times when offsite. Avoid touching face, eating and drinking and ensure hands washed on return to school premises					
Fire	The operational Fire risk assessment has been reviewed and appropriate controls are in place taking into account reduced staffing/pupil levels			<ul style="list-style-type: none"> <li>➤</li> <li>➤ Make sure that all staff is aware of the new evacuation plan.</li> <li>➤ All new evacuation plans need to be shared with SLT.</li> </ul>		
Operating in a different manner to normal operation	Ensure Designated Fire Procedures record is completed daily.					
<b>What are the hazards? (What can go wrong)</b>	<b>Generic Control Measures</b>	✓ X N/A	<b>Person to implement</b>	<b>Additional Control Measures needed to reduce risk to an acceptable level</b>	<b>Person to implement</b>	<b>Date to be actioned</b>
<i>continued</i>						
	In the event of an Evacuation (i.e. fire, etc.) staff should be reminded to maintain social distance.					
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building			<ul style="list-style-type: none"> <li>➤ See new Emergency Procedures for where to gather in event of fire.</li> </ul>		
	Activities undertaken do not increase the potential for fire					
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only					
	Alarm points and the Fire log book checks are completed					

Access to & from site including Visitors/ Contractors/ Deliveries	Stop/restrict all non-essential visitors/contractors entering site All appointments for visitors to be in school must be agreed by Headteacher prior to visit			➤ Ensure protocol for face covering employed by visitors.		
	Essential visitors/contractors must sanitise hands on arrival and use appropriate PPE Equipment when inside school and pupils are in.			➤ Visitors/contractors in school- email details to DHTs re: who? Where visiting? When?		
	Areas where visitor/contractor have been should be sanitised/cleaned after departure appropriate paying attention to touch areas.			➤		
	Regularly clean and disinfect common contact surfaces in reception, office access control and delivery areas e.g. screens, telephone handsets, desks particularly during peak flow times.			➤		
	If practicable delivery drivers should sanitise their hands before unloading goods and materials			➤		
	Do not approach delivery staff, allow packages to be left in a safe space preferably outside the building where possible					

What are the hazards? (What can go wrong)	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>continued</i>	Avoid signing or handling documentation from delivery drivers Hands are to be thoroughly washed after handling all deliveries or waste materials Staff and contractors are to maintain a safe distance between themselves and others at all times Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible			➤		
Kitchen Staff	Kitchen staff contracted from School Food Support should comply with the schools hygiene requirements at all times. Where possible maintain a safe distance between themselves and others at all times All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles Kitchen Staff should ensure appropriate PPE Equipment when serving children's lunchtime meals. Staff to collect meals from hatch for children. Ensure appropriate hygiene standards maintained in crossover roles(i.e. Kitchen Staff/Cleaning staff) and social distancing maintained			➤		
				➤		