

Risk Assessment for Coronavirus (Working Practices) December 2021 (updated 01/12/21)

Identified Hazards		Initial Risk Rating	Existing Control Measures (select/detail all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
School Name		Decide who may be harmed (insert ✓):					
Westfield School		Student	✓	Contractors	✓	Visitors	✓
Department / Location/Activity: (as applicable) Whole School		Staff	✓	Vulnerable People	✓	Volunteers	✓
	H	All high contact surfaces (door handles, push plates, handrails etc) are cleaned regularly throughout the day.			✓	Kier cleaning staff are always present on site and have been directed to regularly clean high contact surfaces. All rooms have sanitising spray and blue roll to support this Toilets are cleaned frequently, and cleaning staff are on duty throughout the day to check toilets and refill soap dispensers This is displayed outside each all toilets This is displayed in all toilet areas Cleaning is frequent throughout	L
	Cleaning of all used areas is performed between uses and at the end of each day/session			✓			
	Toilet checks are conducted throughout the day – cleanliness and soap provision			✓			
	Soap provided in all toilets			✓			
	Information and guidance on hand washing posted in all student and staff toilets			✓			
	Information and guidance specifically related to coronavirus posted in all student and staff toilets			✓			
	Regular cleaning of toilets throughout each day and food preparation areas			✓			

	Combined detergent and disinfectant solution or chlorine based cleaner used	✓	the day. Sanitiser is provided in all classrooms and in the dining hall and reception		
	Additional hand washing and sanitisation facilities provided for school events	✓			
	Staff and students and visitors sanitise or wash their hands upon entering and leaving the building, after each teaching session and after breaks and lunch (eating)	✓			
	Students encouraged to wash their hands after using the toilet	✓			
	Hand sanitiser is provided at all key entry and exit points – fixed to wall or floor standing	✓			
	Hand sanitiser provided in every classroom and office areas – fixed to wall or floor standing	✓			
	Non-alcohol hand sanitiser to be provided in science Hand washing to be routine in subjects where heat sources are used without naked flames (e.d. Technology)	✓			
	Bin liners to be used in all bins	✓			
	Procedure in place for teachers to clean equipment used in lessons (PE, Art, Music, Technology, Science, IT).	✓			
	Each classroom supplied with blue roll and spray for option for pupils to wipe their own desks after use and/or on entry	✓			
	Dining room surfaces cleaned regularly and between sittings	✓		Lunch Time supervisors clean surfaces between sittings	
	Workstations are not shared by staff wherever possible, or are sanitised between use if this is not possible.	✓		Spray has been provided to staff to support them to clean down workstations on entering and leaving a teaching space.	

		Where appropriate PPE is provided to staff – medical room staff, practical subjects standard use	✓	Appropriate PPE available for first aiders should they need to administer first aid First Aiders have been briefed and operating procedures updated and shared relevant to use of PPE. Video training has been provided. Kier hold all COSHH sheets	
		Staff are trained on how to safely put on and take off PPE	✓		
		COSHH assessments for sanitiser and cleaning products are all up to date	✓		
		Information and guidance specifically related to catch it bin it kill it posted in all classrooms and office areas	✓		
Social Distancing	H	Staff are encouraged to maintain their distance from each other and comply with current Public Health guidance. (Which may be subject to change).	✓	Clear guidance has been issued to students and their parents/carers, and to staff	M
		If close contact with students is unavoidable this is limited as much as possible.	✓		
		Ventilation is sufficient in all work spaces, offices and classrooms	✓		
		Ventilation in areas like toilets and close confined spaces	✓		
PPE – face coverings	H	Face coverings are required to be worn by all building occupants (unless exempt) whilst in communal and circulation areas. (This may be subject to change on Public Health advice.)	✓	Communication has been sent to parents to inform them of the change in advice.	L
		Staff working in busy areas (eg corridors, dining halls etc) are required to wear a face covering (unless exempt). (This may be subject to change on Public Health advice.)	✓		

		Face coverings are not required to be worn in classrooms but students and staff can do so if they wish	✓		
		Staff undertaking close work with students advised to wear a face covering	✓		
		Procedure in place for disposal of worn face coverings and those dropped in the school building or on the school grounds.	✓		
		Those staff doing first aid required to wear PPE.	✓		
Visitors/parents – transmission of virus	H	No visitors allowed on the school site if they are displaying symptoms of covid-19.	✓		
		Regular cleaning and disinfection of common areas such as waiting area, meeting rooms and visitor toilets. Including any intercom systems.	✓		
		Systems in place to monitor who is and who should be on site and deal with those arriving at site.	✓		
		Clear signage on display in reception areas to guide visitors about where to go and what to do.	✓		
		Staff encouraged to continue to hold meetings over conference calling or online where possible/more beneficial or efficient, unless it is impractical.	✓	Zoom and Teams set up on computers to facilitate this.	L
Contractors – transmission of virus	H	Contractor visits to site scheduled outside of school hours where possible.	✓		
		Contractors wash or sanitise their hands upon entering and leaving the site.	✓		
		Contractors reminded to wash or sanitise their hands at regular intervals whilst on site.	✓		
		All areas visited by contractors are thoroughly cleaned following the completion of any work.	✓		L
Transport to and from school – buses/public	H	Students and staff encouraged to walk or cycle to school.	✓	Communication has gone out to students regarding safe travel to	


transport	Students and staff told to ensure they follow guidance at all times whilst on any form of transport.	✓	school. The buses and trams that students use are part of the public transport system. SYT are responsible for the cleaning of these.	
	Students advised to use hand sanitiser used upon boarding/disembarking.	✓		
	Additional cleaning of vehicles in place on dedicated transport.	✓		
	Students follow company policy on face coverings whilst on transport.	✓		
	System in place to safely dispose of face coverings when students arrive in school.	✓		
Teaching and Learning - general	<p>Practical subjects: Teachers will use their professional judgement and adapt their lessons to ensure the following:</p> <ul style="list-style-type: none"> • Science, D&T, Food and Art – undertaken under specific guidance • PE – prioritisation of outdoor lessons <p>Performing Arts and Music – following specific guidance for equipment and each specific performance type</p>	✓	<p>Stationary is issued to all students at the start of term. Students are asked to make sure they bring their own equipment each day.</p> <p>Signage in and around the building</p> <p>Teachers have been requested to keep windows and doors open during lessons where possible to allow for improved ventilation</p>	L
	Equipment (sport, science, technology, art) is cleaned regularly.	✓		
	Tissues provided in all rooms used and students encouraged to use them. Catch it, bin it, kill it.	✓		
	Appropriate signage is displayed in all rooms to encourage personal hygiene.	✓		
	Staff encouraged to wash or sanitise their hands after handling any student work.	✓		
	The rotation of staff is reduced as much as possible to limit staff exposure to multiple students/groups.	✓		
	Good ventilation is maintained at all times in all teaching spaces.	✓		
	Systems in place to facilitate remote teaching and learning in the case of a targeted, local or national lockdown or student groups self isolating.	✓		
Teaching and learning – specific – practical subjects	Follow specific guidance relating to that subject area/activity.	✓		L
	Good ventilation in the classroom maintained at all times – natural or air con.	✓		

		Staff and students wash hands before and after handling equipment.	✓		
		Hand sanitiser provided in all teaching areas.	✓		
		Machines and fixed equipment is cleaned after each practical lesson.	✓		
		Emergency PPE pack prepared and located in reception containing: gloves, fluid resistant face mask, disposable apron, plastic bags.	✓		
Dining Room – lunchtimes – transmissions of the virus	H	Food and drink only to be consumed in designated areas.	✓	Surfaces are cleaned by Lunchtime supervisors between bubbles/sittings	L
		Food and drink not shared by both students and staff.	✓		
		Surfaces (eg tables) in dining room are cleaned regularly and between sittings.	✓		
		Food preparation is done in line with food standards and guidance.	✓		
		All catering staff wear gloves at all times whilst preparing food.	✓		
		Serving areas are protected against contamination.	✓		
		Tills and finger print readers are cleaned regularly – students wash or sanitise their hands prior to paying using their finger.	✓		
Administering first aid and medicines	H	If lower staff levels – it is ensured that sufficient first aid cover is provided at all times.	✓	Staff have received training on the donning and doffing of PPE.	L
		PPE is available for all staff who administer first aid – where close contact with a student is necessary.	✓		
		PPE available - gloves, aprons, masks and face shields.	✓		
		Staff have been trained in putting on and taking off PPE.	✓		
		Staff ensure they wash their hands after administering first aid.	✓		
				PPE equipment is available to staff administering first aid and grab bags have been created for first aid required outside of the medical room.	

		Medical room and/or affected area of school is cleaned upon completion.	✓		
		Waste and PPE is double bagged prior being disposed of and put in clinical or external waste.	✓		
		If staff are to provide intimate care appropriate PPE worn at all times.	✓		
Home visits	H	Home visits are only undertaken if absolutely necessary.	✓	Alternative arrangements to home visits should be made where possible which may include inviting parents in to school, zoom meetings or telephone meetings.	L
		Staff use judgement on whether to enter student's homes and would only do so if the household is not isolating.	✓		
		Lone working procedures adhered to at all times whilst on home visit.	✓		
Emergency Evacuations	H	Sufficient staffing is available to conduct a full, safe evacuation of the premises.	✓		L
		Any changes to usual emergency evacuation procedures have been communicated to staff and students – especially changes to assembly locations.	✓		
Deliveries	H	Drivers wash or sanitise their hands before unloading goods and material.	✓		L
		Delivered items are left in a safe, secure area.	✓		
		Staff do not sign for deliveries.	✓		
		Staff members wash or sanitise their hands after handling deliveries.	✓		
		Deliveries are kept to a minimum.	✓		
Possible case of covid-19 -	H	Information given to staff about what symptoms to look out for.	✓		L
		Any member of staff or student displaying symptoms should be sent home immediately.	✓		

		Provision to place anyone with symptoms awaiting collection in a well-ventilated room to isolate them from others – assess if supervision is required.	✓	Students with symptoms will be held in the sports hall entrance area	
		Government advice followed for students or staff who need to self-isolate or shield.	✓		
		All areas where a person who has displayed symptoms is appropriately cleaned.	✓		
		Procedures in place for contacting Public Health England when required.	✓		
		Guidance provided to staff and parents about tests and self isolation.	✓		
		Records kept of students and staff who have shown symptoms.	✓		
		Outbreak Management Plans in place under local Authority and Public Health Guidance when necessary.	✓		
Attendance – students not coming into school		All students expected to come into school unless isolating or ill.	✓	Procedures are in place with the attendance team	L
		Procedures in place for recording absence and specific coding in place for coronavirus.	✓		
		Communication of clear and consistent expectations to parents for attendance at school and remotely.	✓		
Behaviour – expectations and conflict management	H	Behaviour policy reviewed and updated with clear expectations around covid controls.	✓		L
		Clear consequences set out for deliberately breaking covid rules.	✓		
		Clear communication to staff, students and parents on expectations linked to covid rules.	✓		
		Additional support provided to those students struggling with returning to school or the new requirements on them.	✓		
Staff availability	H	Ensure sufficient staff available to maintain staff/student ratios.	✓	Managed on a daily basis through cover process.	
		Staff aware of absence reporting procedure.	✓		L

		Support provided to those employees who may be anxious about being on site.	✓		
		Assessment of critical minimum staffing level completed – first aid and admin support plus teaching provision.	✓		
		Where staff can work from home (business/central admin roles) they are encouraged to do so	✓		
		If needed staff rota set up to ensure key tasks are covered and limit numbers	✓		
		Individual assessments conducted for groups of staff in higher risk groups (vulnerable, pregnant, BAME, clinically obese – per government advice/list) – staff encouraged to self-identify. And Public Health current guidance followed.	✓		
Business services staff – office based	H	Workspaces and IT not shared where possible, where they are they are identified and cleaned before and after use by staff user.	✓		M
		Hand sanitiser used before and after using shared printing MFD devices.	✓		
Testing	H	Staff and students issued with a home self testing kits as provided to school	✓		
		Students are tested on site upon return to school and prior to starting formal lessons on site.	✓		
		System in place to ensure that students are tested twice on site 3-5 days apart upon returning after summer break.		Completed	
		Procedures in place for test administration and recording.			L
		System in place for dealing with any student who tests positive.			
		Students and staff continue testing at home twice a week until further national guidance is received.			
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed before controls implemented and once in place - Assessment is of the likelihood and impact of risk (e.g. injury, damage etc).					

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards (not identified above) that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>				
Date of Assessment:	20/12/2021	Carried out by:	Sarah Newton	Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Health & Safety Policy • Coronavirus Operating Procedures • Site Management Handbook • Lone Working Procedures 				