

# COVID-19 RISK ASSESSMENT: Additional risks arising from COVID-19 during the partial reopening of School from 15 June 2020

**Type of Assessment:** COVID-19

**Assessment by:** Sue Baillie, Head

**Date of Assessment:** 12 June 2020

**Review Date:** 26 June 2020

**General description:** Risk Assessment (RA) in relation to partial reopening of the school after 15 June 2020 to pupils in Year IV (Year 10) and LVI (Year 12).

Note 1: This RA is prepared on the basis that there will be no more than 25% of the combined total of girls in those years in School and that those girls will be taught and supervised by staff members, none of whom fall into the Higher risk category for COVID-19 guidance.

Note 2: This RA has been prepared having regard to the **DfE Guidance for Secondary School Provision from 15 June 2020** (4 June 2020 iteration) and the **DfE Guidance Coronavirus (COVID 19): Implementing Protective Measures in Education and Childcare Settings** (1 June 2020 iteration) and its associated guidance together with the **PHE Guidance COVID-19: Cleaning in Non-Healthcare Settings** (15 May 2020 iteration).

This RA will be shared via the School website (Actions and Action Owners aspects will be redacted). This RS will be reviewed every two weeks, or if further guidance is issued or operational requirements make that necessary.

	Identified Hazard Assessed Risk	Persons Affected	Risk			Additional Control Measures	Residual Risk		
			S	R	D R		S	R	DR
1	Contraction/spreading COVID-19 travelling to or from School.	Girls and staff	3	3	9	<p>Ensure that the girls and their parents follow the Coronavirus safer travel guidance at:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Encourage travelling by private car with parents to drop off in car park and not to enter School buildings.</p> <p>Girls to enter the School via designated entrance and to leave coats and other outer garments in locker.</p> <p>Require all staff and girls to wash their hands for 20 seconds before moving further into the School.</p>	3	2	6
2	Girls arriving in school unaware of control measures in place and so not complying with them.	Girls and staff	3	3	9	<p>Daily list of girls who are due to be in school to be maintained and circulated to relevant staff so that they are aware of the girls who are expected in school each day and can be vigilant for others.</p> <p>Girls to receive individual emails setting out what is expected of them.</p>	3	2	6

S = Significance or degree of harm R = Likelihood of event occurring pre or post additional control measures: DR = Degree of risk

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4	Spread of COVID-19 as a result of a non-symptomatic infected member of staff or girl being in School.	Girls and Staff	3	4	12	<p>Ensure pupil awareness of government advice in relation to staying safe and recognising symptoms through regular communications.</p> <p>Limiting the degree of close interaction with others in school by means of:</p> <ul style="list-style-type: none"> <li>Enforcing social distancing while girls are in School.</li> <li>Limiting the areas of the School that girls are able to access</li> <li>Implementing an effective cleaning protocol for areas that the girls visit in line with guidance "COVID-19: Cleaning in non-healthcare settings": <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		2	6
5	Spread of COVID-19 as a consequence of girls or staff visiting unauthorised areas that are then left uncleaned as cleaning personnel are not aware of that need.	Girls and Staff	3	4	12	<p>Girls to be informed of the areas of School that they are permitted to visit.</p> <p>Relevant staff to be informed of the above.</p> <p>Staff on duty to reinforce this restriction.</p>	3	2	6
6	Transmission of COVID-19 through surfaces in corridors and entrance lobbies.	Girls and Staff	3	4	12	<p>Limiting areas of School that girls are able to visit.</p> <p>Implementing an effective cleaning protocol for areas that the girls visit in line with guidance "COVID-19: Cleaning in non-healthcare settings".</p>	3	2	6
7	Transmission of COVID-19 through surfaces in classrooms and working areas.	Girls and Staff	3	4	12	<p>Teachers will be allocated set classrooms with girls moving around as necessary.</p> <p>Teachers to be briefed on cleaning routines between girl's visits and provided with cleaning equipment.</p> <p>Girls to wash hands or sanitise hands between each tutorial or lesson</p> <p>Implementing an effective cleaning protocol for areas that the girls visit in line with guidance "COVID-19: Cleaning in non-healthcare settings".</p>	3	2	6

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8	Transmission of COVID-19 as a consequence of activity in a classroom	Girls and staff	3	4	12	<p>Girls will be seen individually or in small groups.</p> <p>Sitting positions to be two metres apart.</p> <p>Staff to strictly enforce social distancing.</p>	3	2	6
9	Transmission of COVID-19 through surfaces in lavatories	Girls and Staff	3	4	12	<p>Different lavatories allocated to identified groups.</p> <p>Implementing effective cleaning protocol.</p>	3	2	6
	Transmission of COVID-19 through surfaces in the Staff Room	Staff	3	4	12	<ul style="list-style-type: none"> <li>• When staff are in the buildings and not directly working with girls, they should work in the rooms allocated to them.</li> <li>• Staff reminded to maintain social distancing at all times.</li> <li>• Tables and chairs will be cleaned at the end of each day.</li> <li>• Staff should only use the Staff Room for collecting post, using the fridge or making hot drinks.</li> <li>• Staff should wash hands thoroughly for 20 seconds before and after using the hydroboil, fridge etc.</li> <li>• Fridge, cupboard, work surfaces and hydroboil handles cleaned at the end of the day.</li> <li>• Staff asked to bring their own snacks and to take all wrappers home with them.</li> <li>• Staff instructed not to touch more than one cup at a time and to leave dirty cups in the designated area.</li> <li>• Staff responsible for transporting cups to dishwasher to be instructed to wear PPE provided and to wash hands for 20 seconds after each occasion on which she/he handles cups.</li> </ul>	3	2	6
	Transmission of COVID-19 through breakdown in social distancing on the part of girls in unsupervised or social time	Girls	3	4	12	<ul style="list-style-type: none"> <li>• Girls and their parents will be made aware of Covid-19 related behaviour expectations and the consequences of failing to adhere to them in advance of the school opening.</li> <li>• In the event of inadvertent oversight the girl will be reminded of the need to follow the guidelines in order to keep themselves or others safe.</li> <li>• In the event of a deliberate contravention of the guidelines the girl will be reminded of the need to follow the guidelines in order to keep themselves or others safe. This contravention will be reported to the Head's PA.</li> <li>• In the event of a second deliberate contravention, or repeated inadvertent contraventions a member of SLT will be informed and they will inform the</li> </ul>	3	2	6

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						<p>girl that she must follow the guidelines or she will be asked to return home and have their invitation to attend QM withdrawn. In the event of further contravention of the guidelines a member of SLT will be informed and the girl will be asked to return home immediately and have her invitation to attend School withdrawn. Parents will be informed.</p> <ul style="list-style-type: none"> <li>This will be reviewed by the Head, as necessary.</li> </ul>			
A girl starts to experience symptoms of COVID-19 in School	Girls	3	4	12	<ul style="list-style-type: none"> <li>Any girl exhibiting symptoms at School should immediately be sent to HWBC where she will be asked to sit in a designated room with the door kept closed to await collection.</li> <li>Where possible staff and girls should remain at least 2m away.</li> <li>The girl will be asked to wear a facemask.</li> <li>Parents will be contacted and the girl asked to return home immediately. If this is not possible they will be asked to remain in the designated room with the doors closed until this is possible.</li> <li>Girls/parents will be told to self-isolate for seven days and follow the guidance at <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> unless they have received a negative Covid-19 test.</li> <li>If further first aid is required the first aider should wear a disposable apron, gloves, fluid resistant face mask and safety glasses.</li> <li>Areas where the girl have been should be cleaned by staff trained in the application of the PHE Guidance COVID-19 Cleaning in non-healthcare settings.</li> <li>Girls can request a Covid19 test, they should be encouraged to take one and asked to inform the School of the result. To request a test dial 111.</li> <li>If the test comes back negative the girl may return to School.</li> <li>If the test comes back positive girls and staff in the group should be advised to self-isolate for 14 days. Their family members do not need to self-isolate unless they also start to display symptoms.</li> <li>Parents and staff will be informed there has been a case of Covid19 in the School.</li> <li>If there are subsequent infections in the School Public Health England will be informed and their guidance followed.</li> </ul>	3	2	6	
An incident or injury occurs that requires First Aid	Staff and Girls	3	3	9	<p>Senior Sister or another First Aid at work trained member of staff will be on duty whenever girls are due to be in School. First Aider to be equipped with PPE to enable her to provide basic First Aid assistance.</p>	2	2	4	

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	Safeguarding – as a result of the novel way of working a real or alleged safeguarding incident arises	Girls	3	5	15	<p>The School's Safeguarding Policy has been updated by the addition of a COVID-19 addendum.</p> <p>There will be a designated Safeguarding Lead on duty each day and this will be published to relevant staff.</p>	3	2	6
	Risk from fire resulting from lack of understanding of evacuation procedures in the unusual circumstances	Girls and Staff	4	3	12	<p>All routine fire prevention measures have been maintained and are up to date.</p> <p>Girls and staff aware of standard Fire Evacuation procedures.</p> <p>Girls and staff will be reminded that the normal fire evacuation signals continue in effect and that the normal evacuation processes should be followed.</p> <p>Fire registers maintained by girls and staff signing in via the InVentry system.</p>	4	2	8

### Confirmation of Understanding

As a member of QM staff, I confirm my understanding for the requirements of the risk assessment and will ensure all relevant control measures are implemented as necessary.

Name of Staff	Signature	Date	Name of Staff	Signature	Date

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## RISK MATRIX

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

