



## Quinton Hall School Covid-19 Risk Assessment 2021 (Lockdown)

Assessment date	01/01/2021	Headmaster	Simon Ford	Leads	Fr Mike Kathryn Agius	Welfare	Angela Shaw
Activity / Task	Teaching and learning - staff and pupils (Vulnerable and Key Worker)						
Description of task / process / environment being assessed	Senior – Eyden room and Art room Junior - EYFS						
Activities Involved	Lessons for staff and pupils Day to day activities in school				Location	Whole school	
Who Might be affected	Staff	Visitor	Pupil	Parent			

Risk Assessment for children, staff and visitors/contractors

NUMERICAL VALUES RATING:

**RISK**

**16-25**

**IMMEDIATE ACTION NEEDED**

**= HIGH**

**RISK**

**9-15**

ACTION NEEDED SOON

**= MEDIUM**

**RISK**

**< -9**

**NO FURTHER ACTION NEEDED**

**= LOW**

HAZARD	RISK RATING (1)			REVIEWED RISK RATING (2)		
	Likelihood x	Seriousness	= Risk	L x	S	= R
A Risk of increased transmission of virus due to journeys to and from school <ul style="list-style-type: none"> <li>• Staff and students to travel on foot, cycle or own car</li> <li>• No car sharing unless same household</li> <li>• No use of taxis</li> <li>• If using public transport use face coverings and check TfL advice</li> <li>• Separate RA for school buses (*1)</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<b>2</b>	<b>4</b>	<b>8</b>

<p>Risk of transmission through staff and students and others entering school buildings from outside</p> <ul style="list-style-type: none"> <li>• Checking for those with symptoms</li> <li>• Hand washing/Sanitizing on entry</li> <li>• No key worker parents to enter school buildings</li> <li>• No visitors other than essential contractors / prospective families</li> <li>• Signage for parent &amp; students on arrival/departure + markings and barriers</li> <li>• Rapid flow test</li> <li>• Remaining in bubbles</li> </ul>	5	5	25	3	4	12
<p>Risk of transmission through activities on site</p> <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Room allocation</li> <li>• Communal gatherings suspended</li> <li>• Hand sanitising facilities in every room</li> <li>• All rooms stocked with tissues</li> <li>• Own resources at desk</li> <li>• Outdoor time allocated, rooms well ventilated</li> <li>• Staggered arrival and departure times, and breaks (EYFS and Main school not to mix)</li> <li>• Cleaners</li> <li>• Cleaning request process</li> <li>• Staff room to be put out of bounds.</li> <li>• Rapid lateral flow test for all staff entering the school (2 days a week) – See Rapid flow test risk assessment.</li> </ul>	4	4	16	3	4	12
<p>Danger to vulnerable staff and students</p> <ul style="list-style-type: none"> <li>• Staff showing symptoms to be given sufficient time off to recover</li> <li>• ALL NHS AND GOV.UK guidance to be followed</li> <li>• Key worker parents should keep children at home if they show signs of a Covid infection</li> </ul>	4	4	16	3	4	12

<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff and children to remain at home</li> </ul>						
<p>Need for PPE and training in use of PPE</p> <ul style="list-style-type: none"> <li>Any use of PPE should only be done after full training from competent individuals</li> <li>EYFS to use PPE for intimate care</li> <li>JLS insurers consulted</li> </ul>	3	4	12	2	4	8
<p>Mental health and safeguarding issues</p> <ul style="list-style-type: none"> <li>School to liaise with LA and Childrens' services to update on processes</li> </ul>	3	4	12	2	4	8
<p>Staff and pupils quarantined after returning from holiday abroad</p>				2	3	6

Additional points:

- School buses risk assessment is managed by Mrs Aleksin-Shah. One bus will be available to assist one family
- Cleaners to continue with routine daily cleaning. Managed by Mark Fardell
- Staff to contact MF or AS to request additional cleaning via text message and reporting on the H&S log.
- PPE competent – MF & AS **Coronavirus (COVID-19): implementing protective measures in education and childcare settings.**

Additional measures

- Enhanced cleaning programme in place. Each defined area to be checked daily by either SMT, MF or AS. MF to disinfect with bleach, toilets daily. **COVID-19: cleaning in non-healthcare settings advice**
- Where possible one - way corridor system put in place. MJS and KA to organise for the lockdown period.
- Cohorts to remain separate; remaining in bubbles.
- Lunch times to be in separate rooms Hand cleaning before and after eating.
- Frequent hand cleaning and good respiratory practices encouraged
- Review of processes in place to be completed weekly – remotely by SMT.
- Tutor period each morning to monitor pupils mental health.

Welfare Officer: Angela Shaw

Health and Safety Officer: Mark Fardell

Headmaster: Simon Ford

Key Worker Leads: Fr Mike and Kathryn Agius

## **Health and safety risk assessment (additional material)**

### **Coronavirus (COVID-19) specific**

[HSE guidance on working safely.](#)

### **Monitoring and review of risk controls**

The risk assessment will be reviewed at the weekly SMT meetings and updates posted on the school website and communicated to the staff, pupils and parents

### **Roles and responsibilities**

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- identify what could cause injury or illness in the organisation (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- act to eliminate the hazard, or if this isn't possible, control the risk
  - [Health and safety: responsibilities and duties for schools](#) guidance states about the roles and responsibilities for health and safety in schools: the employer is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is usually delegated to the headteacher and the school management team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.
  - [The role of school leaders - who does what](#) and a simple guide to who the employer is in each type of school setting in its [FAQs section](#), under 'Who is accountable for health and safety within a school?'

### **Reference documents:**

#### **Guidance for schools about temporarily closing GOV.UK**

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Coronavirus (COVID-19): early years and childcare closures GOV.UK

NAHT Advice for Leaders for Learning

COVID-19: School closures GOV.UK

COVID-19: Monitoring Vulnerable Children and Young People (Harrow Council)

COVID-19: Risk Assessment for Child or Young People with EHP or Health needs (Harrow Council)

Coronavirus (COVID-19): implementing social distancing in education and childcare settings

COVID-19: cleaning in non-healthcare settings advice

NSPCC (CASPAR) Coronavirus

PHE: Education Guidance

PHE: Food, Water and Environmental (FW&E) Microbiology Services

GOV.UK Guidance for full opening - Schools

#### **Reviewed**

**First drafted 15<sup>th</sup> May 2020 by JFW**

**Revised for P5 and P7 attendance from 25<sup>th</sup> June 2020 by SMT**

**Further Revised for PP2 attendance from 1<sup>st</sup> July 2020 by SMT**

**Revised by SMT on 27<sup>th</sup> July 2020**

**Revised by Staff on 1<sup>st</sup> August 2020**

**Revised by Staff on 1<sup>st</sup> November 2020**

**Revised by Staff on 7<sup>th</sup> January 2021**