

# OPERATING DURING CORONAVIRUS RISK ASSESSMENT

## HINDHEAD CAMPUS

<p><b>Risk Assessment of</b> operating during coronavirus pandemic.</p>		<p><b>Date of Assessment</b> March 2020, Reviewed May 2020, June 2020, July 2020, September 2020</p>
<p><b>Who Might be Affected?</b> Staff, students and visitors</p>		<p><b>Name of Assessor:</b> Caroline Lee &amp; [David Brook,Tony Ryder]</p> <p><b>NB:</b> These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</p>
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p><b>Coronavirus (Covid-19)</b></p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<ul style="list-style-type: none"> <li>•</li> <li>• <b>Government Advice:</b></li> <li>• Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. <a href="#">Guidance for full opening: schools - GOV.UK</a></li> <li>• Members of staff, students, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems including a visitor questionnaire to check for symptoms of coronavirus (COVID-19) and by regular communication with parents / carers via             <ul style="list-style-type: none"> <li>▪ newsletters</li> <li>▪ email bulletins</li> <li>▪ Head Teacher/Parent What's app.</li> </ul> </li> <li>○ These symptoms include a new, continuous cough or high temperature, or a loss of, or a change in, normal sense of taste or smell.</li> </ul>

		<ul style="list-style-type: none"><li>• All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology.</li><li>• All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur.</li><li>• All staff have been issued with guidance on social distancing and have completed an eLearning title in relation to infection control (available on Safety Cloud) and the importance of social distancing.</li><li>• All members of the school community have been informed about the importance of testing and given the details of Surrey and Sussex Health</li></ul> <p><b>SYSTEM OF CONTROLS</b></p> <ul style="list-style-type: none"><li>• <b>Prevention</b></li><li>• The school will 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.</li><li>• All visitors must complete the site covid-19 questioner. Visitors, staff and students are instructed to wear face coverings in areas where the social distancing requirement cannot be maintained. Social areas and corridors.</li><li>• Posters on the entry to school remind visitors of our expectations and ask them to wear a mask.</li><li>• The school will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene.</li><li>• The school will ensure that good respiratory hygiene practices are followed by promoting the “catch it, bin it, kill it” approach.</li><li>• Enhanced cleaning practices (OSG UK cleaning schedule) will be followed, including the cleaning of frequently touched surfaces often, using products such as detergents and bleach. Contracted cleaning staff will be on site during the hours of 11.00-14.00 from CleanKing</li><li>• The contact between individuals will be minimised, and social distancing will be maintained wherever possible. In the corridors and</li></ul>
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		<p>outside social spacing lines have been put in place to space out students and staff.</p> <ul style="list-style-type: none"><li>• Where necessary and in line with government guidance, appropriate personal protective equipment (PPE) will be worn. Face masks have been issued to all staff and students. Staff and students will wear masks in corridors and in enclosed spaces. This has been enforced by teaching staff on duties.</li><li>• <b>Appropriate pupil behavioural norms to help mitigate the spread of COVID 19</b></li><li>• Will observe the Health and Safety rules of the school, including new arrangements in response to COVID-19.</li><li>• Report any Health and Safety concerns to a member of staff.</li><li>• Pupils will follow instructions on who they can socialise with at school.</li><li>• Pupils' will be expected to stay strictly within the group(s) they are allocated to.</li><li>• Comply with instructions about sneezing, coughing, tissues, and tissue disposal and avoiding touching their mouth, nose, and eyes with hands- Catch it Bin it Kill it! Displayed around the school.</li><li>• Pupils' need to follow any altered routines for arrival, leaving from school and moving around during the school day.</li><li>• Pupils' will sanitise their hands with alcohol cleanser before entering and leaving the school building and periodically throughout the day at break and lunch times, particularly before and after food.</li><li>• Hand sanitiser is given to all secondary students and bottles for use are at the entry to primary and in every classroom.</li><li>• Bottles are also in every other room in the school and all staff have been given a bottle too.</li><li>• Pupils must follow the school's rules on hand washing and using sanitiser, including washing hands with soap and hot water before and after using the toilets.</li><li>• Pupils must meet the 'catch it, bin it, kill it' expectations.</li></ul>
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		<p>and students. This room or area will be cleaned and disinfected after use.</p> <ul style="list-style-type: none"><li>• A separate bathroom has been allocated for use by children who are displaying symptoms of coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else.</li><li>• The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection.</li><li>• PPE will be worn by staff caring for the child in the self-isolation room, if a distance of 2 metres cannot be maintained.</li><li>• Where students or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at school, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus.</li><li>• Where staffing levels may be reduced due to absences within the school the Headteacher / SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. The headteacher will keep OSG UK well informed of any developments using the absence form.</li></ul> <ul style="list-style-type: none"><li>• <b>Hand Hygiene</b></li><li>• The school will ensure that students clean their hands regularly, including:<ul style="list-style-type: none"><li>○ when they arrive at school</li><li>○ when they return from breaks</li><li>○ when they change rooms</li><li>○ before and after eating.</li></ul></li><li>• Hand washing facilities are located: Primary area ground floor, Girls and boy's toilets. Hand washing troughs in primary, lower primary classrooms. Senior girls 1<sup>st</sup> floor and boy's toilets by hall. Food tech room, art room science labs and DT workshop.</li><li>• Hand sanitiser stations will be provided: Located. Main entrance, student entrances senior and primary. Science lab entrance and workshop. Sanitiser will also be available in each classroom.</li></ul>
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On occasion where students mix outside their usual group or bubble, and are over the age of 11, the use of face coverings should be considered.

- **Enhanced Cleaning**
- A cleaning schedule has been implemented for all areas of the school.
- A cleaner is now employed in the school (full DBS check) 11 til 2 and then the usual cleaning contract from 3.30pm.
- Frequently touched surfaces will be cleaned more often than normal, and these include.
  - stair rails
  - door handles
  - desks
  - light switches
  - kitchen surfaces
  - photocopier and printer control pads
- Rooms or areas shared by a number of groups will be cleaned more frequently, and these include
  - sports facilities
  - science labs
  - D&T labs
  - lunch facilities
- Shared classroom resources such as books and games will be quarantined in sealed plastic containers for 4 days. These are located within the Art, DT ,Food, Primary lower and Lower learning centre. There after they will be cleaned and put back into circulation.
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use.
- Musical instruments (brass and wind) will not be shared between students. Other musical instruments e.g. pianos will be thoroughly cleaned between uses.

		<ul style="list-style-type: none"> <li>• Outdoor playground equipment will be more frequently cleaned.</li> <li>• Students and teachers can take books and shared resources home, but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised.</li> <li>• Lab coats which may be shared in D&amp;T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued.</li> <li>• Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups.</li> <li>• PPE such as eye protection used in D&amp;T and Science will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and students should have their own set of eye protection.</li> </ul> <p>• <b>Social Distancing and Minimising Contact between Individuals</b></p> <ul style="list-style-type: none"> <li>• In order to ensure all students may attend the site, emphasis will be placed on self-isolation, good hand and respiratory hygiene and enhanced cleaning measures, with local procedures in place to ensure that contacts between staff and students, and students and other students, are minimised during the school day via either individual social distancing or group distancing.</li> <li>• A daily check on the implementation of social distancing, personal hygiene and cleaning and disinfection arrangements will be undertaken by site management. Checks will be completed daily with regular cleaning of handles, toilets and frequently touched surfaces completed regularly throughout the day. This will be documented and recorded on Safety Cloud.</li> </ul> <p>• <i>Measures within the Classroom</i></p> <ul style="list-style-type: none"> <li>• Adults will maintain 2 metres distance from each other.</li> <li>• Close face to face contact will be avoided.</li> <li>• The time spent within 1 metre of anyone will be minimised.</li> </ul>
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		<ul style="list-style-type: none"><li>• The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests.</li><li>• Parents and members of staff have been asked to immediately inform the school of any test results.</li><li>• Control measures outlined in 1) will be followed where testing is undertaken.</li> <li>• <b>Managing Confirmed Cases of Coronavirus (COVID-19) in the School Community</b></li><li>• The school will work with their local Public Health England health protection team.</li><li>• PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA</li><li>• The school will be guided by the health protection team through the actions that they will need to take.</li><li>• People who have been in close contact with a person who has tested positive for coronavirus will be sent home to self isolate for 14 days. The 14 days will start from the day that they were last in close contact with the person when they were infectious.</li><li>• Members of staff and parents/carers will be advised that close contact means:<ul style="list-style-type: none"><li>○ direct close contacts i.e. face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</li><li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li><li>○ travelling in a small vehicle, like a car, with an infected person</li></ul></li></ul>
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		<ul style="list-style-type: none"> <li>• When dealing with first aid incidents, always be aware of the risks to yourself and others.</li> <li>• Wear gloves when dealing with injured persons, particularly those with open wounds.</li> <li>• Cover cuts or grazes on your hands or arms with a waterproof dressing</li> <li>• Always dispose of all medical waste safely in a medical waste bin.</li> </ul>
<b>Legionella</b>	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> <li>• The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex* systems have been allowed to stagnate for 3-4 weeks they should be recommissioned**.</li> <li>• Flushing of complex systems may not be enough of a control measure.</li> <li>• * complex systems are those with water storage, shower heads and other sprays and long lengths of pipework.</li> <li>• ** recommissioning involves the cleaning and disinfection of the water system.</li> </ul>
<b>Fire Safety</b> Emergency evacuation procedure and muster point Lock down	Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building	<ul style="list-style-type: none"> <li>• The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate.</li> <li>• Fire evacuation will take place as set out in the site evacuation plan. Students assembling in year groups. At the point of return to classrooms. They will be escorted back into the building and will be instructed to sanitise hands at the stations located at the entry points.</li> <li>• A fire drill will take place in the first two weeks of returning to school.</li> <li>• Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.</li> <li>• Instructions will be given to all members of staff and pupils that hand sanitiser should be allowed to dry on the hands (to allow vapour to</li> </ul>



		<p>evaporate) before Bunsen burners are used or before using other equipment involving naked flames.</p> <ul style="list-style-type: none"> <li>• Evacuation procedure stands as students are in a bubble.</li> <li>• With retirement new fire marshal required- CWE –</li> <li>• TRR to consider evacuation whilst maintaining 2 metre distance- shared with staff.</li> <li>• Drill in the first two weeks</li> <li>• Lock down procedure remains the same TRR add amendment – if a child is sick and in medical room requiring isolation.</li> <li>• Lock down practice prior to October half term.</li> <li>• Share procedures with Campus Trading.</li> </ul>
<p><b>Contractor Management</b></p>		<ul style="list-style-type: none"> <li>• Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> <li>○ The contractor will attend the site out of hours to minimise opportunity for contact between all parties</li> <li>○ Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils.</li> <li>○ The room will be well ventilated, where possible.</li> <li>○ Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic.</li> <li>○ Hand sanitiser gel will be provided for use upon entry to the site.</li> </ul> </li> <li>• Emergency visits may be undertaken but are subject to the following measures: <ul style="list-style-type: none"> <li>○ contractors must book in at reception</li> <li>○ they must confirm that they are not symptomatic (for COVID-19)</li> <li>○ they will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Where possible, pupils and members of staff will be moved from the work location; also in accordance with safeguarding principles.</li> <li>○ Hand sanitiser gel will be provided for use upon entry to the site.</li> <li>● Cleaning, catering and facilities contractors, including landscaping: <ul style="list-style-type: none"> <li>○ Self-isolation guidance will be issued to contractors who have a daily role on site.</li> <li>○ Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor.</li> <li>○ Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc.</li> </ul> </li> </ul>
<b>Visitor Management</b>		<ul style="list-style-type: none"> <li>● OFSTED/HMI visits have been confirmed as being suspended for Autumn Term 2020. The management of these visits will be planned in a later review of this risk assessment.</li> <li>● Parent evenings and open evenings: Individual risk assessments will be carried out for any out of hours activity that involves both students/parents and teachers.</li> <li>● Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: <ul style="list-style-type: none"> <li>○ Visitors must book in at reception</li> <li>○ Visitors will be asked to complete a questionnaire</li> <li>○ They must confirm that they are not symptomatic (for COVID-19)</li> <li>○ They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.</li> <li>○ Hand gel will be provided at reception for use.</li> <li>○ Social distancing measures will be adopted.</li> </ul> </li> <li>● Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained. A new screen has been added to the second hatch.</li> </ul>

		<ul style="list-style-type: none"><li>• Cold calls (sales) will not be processed beyond the reception area of the school.</li><li>• Gate and door control pads will be regularly cleaned.</li></ul>
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