

## Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Establishment: Queen's Park High School

Risk Assessment carried out by: Lyndsay Watterson & Dave Helsby

Date: 15/12/2020

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and students are in school.	COVID-19						
Drop off and collection of students	COVID-19			High/Medium	School open to all symptom free and none-isolating students. Students to be encouraged to walk or cycle individually to school. If being dropped off by car, then parents to use one-way drop off/pick up system utilising the bus bay at the east end of school. Parents are to remain in cars. If the parent needs to pass a message to school, then this should be done by telephone, email or Edulink. Students, Staff and Visitors must wear a face covering when in communal areas around school including reception, corridors and social areas. Student entry time over a 40 minute period (8.00-8.40). Year 7/10 students to enter school through main reception, Year 8 to enter through the east end doors, Year 9/11 to enter through the rear link and 6th Form to enter through A3. Students will remain in their designated zones until tutor time, at which point they will move to their tutor base. 6th Form to go straight to tutor base. Students arriving on bicycles can lock their bikes at the front of the school (Year 7/10) or in the bicycle park at the rear of the school. They can then walk around the building to their designated entrance. 6th Form students can lock their bike in the rear bicycle park and enter through the rear link, keeping to the left and moving directly to their tutor room. Staggered end to the day with students leaving in bubbles at 2:55pm, 3pm and 3:05pm via their closest exit. All students to do full days in school with 6th Form students allowed to arrive later and leave earlier if they have no lessons. Direction arrows in place to ensure students keep to the left on corridors as well as one way systems on stair cases. All students to sanitise/wash their hands on arrival to school. Students will wear colour coded badges that show which designated zones and classrooms they are allowed to access. All students should be in school uniform.	Low	
Staff and students in classrooms	COVID-19			High/Medium	Classrooms will be designated to specific staff in subject/faculty areas. Students will move to these classrooms between lessons. Students are to face the front in classrooms where possible and a 2 metre distance to be kept from staff. Each student will have an allocated seat within the classroom that they use each time. Students and staff to sanitise hands on arrival and departure from all classrooms. Students must collect a sanitising wipe on arrival to wipe their workspace at the start of a lesson. Students must also wipe their desks and seat and the end of the lesson before leaving. Staff should also sanitise their desk on arrival to the classroom. No sharing of resources during an activity and sanitising of equipment in between use. Classroom doors wedged open while in use for lessons and windows to be open where possible. Classrooms will be cleaned at the end of each day and cleaners will be available onsite through school hours. Staff and students can wear PPE in the classroom if they choose. Extra wipes, sanister and cleaning products can be requested from the Site Team. Students to wear face coverings when getting changed for PE. Staff to ensure seating plans are up to date in EduLink and that students sit at their designated desk. This will help to track and trace student contact quickly. Staff must keep students in 'similar' seating plans across Year 7 to Year 9 classes to help limit the number of students having to isolate when there is a confirmed case. Student 'similar groups' will be communicated by SLT/Pastoral teams.	Low	
6th Form	COVID-19			High/Medium	6th Form to be divided into Year 12 and Year 13 bubbles when not in lesson times (ie, free periods, self study or break and lunch times). Year 12 will use the 6th Form Common Room and Year 13 will use the Theatre Bar as their social bases. Students should enforce the rule of 6, where they shouldn't be in groups of more than themselves and 5 other students. Social distancing should be maintained during social times where possible.	Low	
Moving about the school	COVID-19			High/Medium	No bells on lesson changeover so that any movement can be staggered. Clear signage on corridors for movement - keep to left, single file. Signs throughout the building and briefing and staff support upon entry. Staggered transitions at the end of the day. One way systems on stairs. . Face coverings must be worn at all times when moving around the school unless the student or staff member is except and wearing a white lanyard. All staff to remind students that this is essential. Staff should stand at their classroom door to help remind students about behaviour and expectations on corridors. Students to enter classrooms as quickly as possible to prevent queueing along corridors.	Low	

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Lunch and Breaktimes	COVID-19	Employees - teaching staff, support staff, catering staff, cleaners, site maintenance staff, agency staff, peripatetic teachers.  Students.	Touch/physical contact of other staff students.  Droplet infection spread by particles left on surfaces.  Droplet infection spread by particles carried in the air following breathing/sneezing/coughing.	High/Medium	Students to remain in their designated zones throughout break and lunch time. Year 7 to use the Eatery, Year 7 courtyard and LLC as a base, Year 10 to use the Eatery and Eatery courtyard, Year 8 to use the East End dining area, Year 9/11 to use the Main Hall and 6th Form to use the 6th Form Centre and classroom zone. Students will also be able to use the rear field, which will be split into sections for bubbles to use. Students will be encouraged to bring a packed lunch to school. Students will also be able to order packed lunches which can be collected quickly and taken to their designated zones and will be able to obtain hot food from the canteen at staggered intervals from The Eatery before heading back to their zones. Year 8 students will be able to purchase food from the East End Servery and taken food to their designated zones. The staggered times for break service at Eatery are 11:05 (9&11) and 11:10 (7&10). The staggered times for lunch service at the Eatery are 12:10 (9), 12:20 (10), 12:25 (11) and 12:30 (7). The bubble groups will rotate timeslots where possible. 6th Form students will be able to use The Beach café as normal with entry only allowed through the Y7 courtyard. The Eatery will be cleaned after QPHS use ready for CIS students and then cleaned after CIS use ready for QPHS students. Students can use the cashless systems, but must sanitise their hands after using their thumb prints. Catering staff will also clean cashless equipment regularly (between each student at the tills). Year 12 will use the 6th Form Common Room for lunch and Year 13 will use the Theatre Bar. The Beach Cafe has a maximum capacity of 6 customers at a time and there is a one way system in operation with entry from the Year 7 courtyard.	Low	
Staff Room	COVID-19	Visitors e.g. parents, school governors, suppliers.  Contractors.		Medium	The staff room is converted into a working space for staff to use. If staff classrooms are in use or they need space from others in the office base, they can use the work room. Staff should use wipes to clean worksurfaces before they use a desk.	Low	
Meeting Rooms	COVID-19			Medium	Regular sanitising of desks between meetings. Social distancing to be maintained in meetings. Ensure well ventilated areas are used. Encourage virtual meetings via Microsoft Teams where possible. The white room inside Reception to be the main meeting room for external visitors with an Occupied/Vacant sign to show when it is in use. Staff to wipe down tables before and after meetings.	Low	
Main office and other smaller offices	COVID-19			Medium	Regular sanitising of desks - staff to be responsible for cleaning their own desk area. Social distancing to be maintained. Ensure well ventilated areas are used. Encourage virtual meetings via Microsoft Teams where possible. Reprographics door to be propped open for ease of access. Office doors propped open when possible. Plastic shield to remain in place on Reception desk. Door signage for TALS office and individual office doors to advise staff to 'knock and wait'.	Low	
School Assembly	COVID-19			Medium	If required, school assemblies to only be carried out virtually. Staff briefings can be shared on Teams.	Low	
Outdoor Lessons for small group opportunities	COVID-19			Medium	Students to meet outside at designated spot. To be booked in advance; liaise with Phil Hill to ask for markers if required. Students are briefed on safety and social distancing. Individual resources provided, no sharing of resources at the same time. Sanitising of resources in between use. Cleaning of hands at the end of the activity. School field used as site of activity to reduce risk of contact with any one else.	Low	
Cleaning	COVID-19			High/Medium	Deeper cleaning routine is carried out each day with focus on increased frequency of key areas such as toilets, kitchen and door handles. Desk and resources are sanitised in between use. Cleaning spray and cloth available in each classroom for staff to be able to clean teaching desk area (as well as student desks if they so wish). Wipes and hand sanitiser will also be available in each classroom to allow students to wipe their desk. Cleaning to take place at the end of the school day once students have left. PE changing rooms are open for use. Once they have been used PE staff will use a disinfectant fogging machine to sanitise areas between groups. PE staff to wear PPE for this process and ensure no students are in the changing rooms at the time. Covilyte is the disinfectant used for fogging in school. During a deep clean the fogging machine will be used throughout the school.	Low	

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First Aid	COVID-19			High/Medium	First aiders (minimum of 2) designated each day. If a student has an injury or ailment they should do to the First Aid area by reception. If the student has symptoms of Covid-19 they should go to the Coding Room. If a student is showing suspected symptom of Covid-19, the Covid Guidance will be followed by the first aider. The first aider will wear PPE (mask, visor and gloves), whilst supporting the student and will ensure the students is isolated from any other first aid issues. Parents will be called and the student is to be collected from the Coding Room exit (within the Coding Room - Music Block). Anyone with symptoms cannot return until they have completed self isolation or have tested negative. Confirmed cases are confirmed to the Headteacher who triggers deep clean of the building. Individual is requested to be tested so track and trace can be introduced where needed. If the Covid-19 Coding Room has been used first aider is to inform Site Team, who will clean the room before it can be used again.	Low		
Catering	COVID-19		Medium	Essential catering to continue to provide lunch for all students to ensure that correct hygiene procedures are followed. Staff and students are to remain 2 metres apart within the Eatery and sanitise hands on arrival.	Low			
General waste collection	COVID-19		Medium	Touch/physical contact of other staff students. Droplet infection spread by particles left on surfaces. Droplet infection spread by particles carried in the air following breathing/sneezing/coughing. Droplet infection from used PPE or tissues in bins.	Medium	Waste from possible Covid-19 cases and cleaning of areas where possible cases have been, (including disposable cloths and tissues):  Should be put in a plastic rubbish bag and tied when full by the first aider responding. The plastic bag should then be placed in a second bin bag and tied. Site Team should be informed where this bag is. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.  If the individual tests negative, this can then be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.	Low	
Confidential waste collection	COVID-19		Medium		Medium	Confidential waste will continue to be collected monthly. Contractor is aware of social distancing and hygiene rules and wears gloves and will sanitise hands.	Low	
Deliveries (parcels and post)	COVID-19		Medium	Touch/physical contact of other staff students. Droplet infection spread by particles left on surfaces.	Medium	Staff should thoroughly wash hands or sanitise after handling post or parcels. Signing for parcels is no longer required, but the delivery driver may ask for your name and may take a photo to confirm parcel has been delivered.	Low	
Lettings	COVID-19		Medium	Droplet infection spread by particles carried in the air following breathing/sneezing/coughing.	Medium	Edu-Lettings are responsible for cleaning the school after they have used it. They must clean all equipment used, touch points and ensure everything is clean and tidy. Edu-Lettings must not allow clients showing symptoms of Covid-19 onto school site and any positive tests relating to clients using the school site must be reported to the Support Operations Manager. Face coverings must be worn in communal areas and school restrictions such as walking to the left and one way systems must be adhered too.	Low	

Review Date: .....