

COVID-19 Risk Assessment

School name	Norbury Manor Business and Enterprise College for girls		
Assessment carried out by (name/role)	Amanda Compton (Headteacher)		
Date of assessment	July 2020	Date of next review	October 2020

Hazard identified	The spread of Covid-19 coronavirus
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> • Staff • students • Parents • Volunteers / governors 	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms; • Staff given instruction on what to do if a pupil show symptoms at school; • Any staff / students displaying symptoms of coronavirus in school to be sent home; 	School using CroydonLA/Public Health England advisory checklist and flowchart of action in the event of suspected or confirmed case, this will be updated if advice and guidance changes

<ul style="list-style-type: none"> • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>		<ul style="list-style-type: none"> • Parents/students and other potential visitors informed that they must not enter the school if they are displaying any symptoms; • Staff required to get tested if they display any symptoms • Students will be encouraged to get tested if they display symptoms of coronavirus; • If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days. • separate medical room to be used as an isolation room if any student becomes unwell during the day, it has outside ventilation and full PPE 	
	<p><u>Shielded children and adults:</u></p> <p>Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school.</p>	<ul style="list-style-type: none"> • Staff and parents given advice on who is not expected to attend school. • Meetings with parents over the summer holiday of concerns about shielding so can be dealt with on a case by case basis • staff identified as having shielded have risk assessment and adaptations made to working practice arranged based on medical advice (this could include home working or revisions to their roles in school) 	<ul style="list-style-type: none"> • Monitor level of student absence to ensure staffing deployed to make contact with home to supports students return • additional member of support staff appointed as LAC co-ordinator and home liaison
	<p><u>Clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p> <p>School will support clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk.</p>	<ul style="list-style-type: none"> • Staff and parents given advice on who is not expected to attend school; • Individual risk assessments conducted on an 'as required' basis on any staff with risk factors; • Reasonable adjustments for disabled workers to be assessed on an 'as required' basis. 	<ul style="list-style-type: none"> • Remind parents to advise the school of all medical conditions students have and update records

		<ul style="list-style-type: none"> meetings with SENCO and first aider to keep up to date on advice for students with ongoing conditions school has transitioned to goggle classrooms to support home learning for any students who have to remain at home 	
	<p><u>Children and adults living with a shielded person:</u></p> <p>A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions).</p>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school; Individual risk assessments conducted on an 'as required' basis. 	
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> Briefings for staff on expectations with regard to hygiene measures at school (for staff and students on site), including washing hands on arrival, before/after eating and after sneezing/coughing; Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; Two additional day cleaners employed to clean toilets and areas of regular use during the day Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); Hand sanitiser and tissues available in classrooms and other key locations; Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. 	<p>Monitor advice on the use of face coverings, this has changed significantly since the initial DfE guidance was issued and we expect further updates on this in August. Students and staff will be able to wear them but we will ensure that they are safely used and stored (for staff and students with underlying health conditions this is part of medical advice for them)</p>

		<ul style="list-style-type: none"> ● significant signage around the school to remind staff and students of good hygiene. 	
	Enhanced cleaning	<ul style="list-style-type: none"> ● Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Use of “fogging machines” weekly across the entire school to deliver thorough deep cleaning that lasts a week ○ Thorough cleaning of classrooms and communal areas at the end of the day; ○ Cleaning of frequently touched surfaces often including desks and chairs wiped between bubbles by teachers: ○ Bins for tissues emptied regularly during the day; ○ Cleaning of play / outdoor equipment between bubbles; ○ Cleaning of other equipment for practical lessons between bubbles; ○ Lunch tables cleaned between bubbles; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. ○ changing rooms will not be used as unable to fully clean between bubbles, students to wear PE kit in to school on days they have PE: ● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; 	

		<ul style="list-style-type: none"> Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day. 	
	Maximising ventilation	<ul style="list-style-type: none"> Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). 	
	Minimising contact and mixing between groups of staff and students	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> bubbles in year 7 and 8 of a form group (max 30). In year 9 half year group bubble (max 120) year 10 and 11 in year group bubbles and 6th form in one bubble. This is in line with DfE guidance and ensure that students get specialist teachers and teaching rooms in KS4; One-way circulation in corridors where possible and if not “keep left” protocols established supported by signage including lines on the floor; Accessing rooms directly from outside where possible; Staggered start/finish/break/lunch times and end of the school day; Agreement with the LA that the gate onto the park will be used during the start and end of the day for students to allow a second entrance/exit; Staggered use of staff rooms / office space; Allocated toilets for each year group; Rearrangement of classrooms with sitting positions for students facing forward Allocated playground space for each year group 	

		<ul style="list-style-type: none"> • Limited use of shared resources and prevention of sharing stationery and other equipment where possible; • Conducting regular classroom activities outdoors when possible; • Changing rooms not being used, students will be coming in to school in their PE kit on the days they have PE; • Reduction of unnecessary travel where possible, through increased use of double lessons; • Provision of additional support to students as necessary to follow these measures, first week back will allow for induction for all students over 2 days into new processes and protocols; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules, students to be taken through these on their induction days - lining up arrangements have been changed to allow for distancing between bubbles 	
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to take place. 	<p>Review use of face coverings in school in light of changing advice and guidance, see above</p>

	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> ● Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; ● Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical, the school meeting room will allow for social distancing for groups up to 4 people; ● Only essential visitors are allowed on site (these should be discussed if possible in advance with the headteacher but this may not always be possible in the event of a safeguarding or social care concern) ; ● Teaching staff will be on staggered lunch and break arrangements ● Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. ● Contractor visits are scheduled outside school hours where possible. 	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> ● Reduced occupancy of office space by rotation of staff if possible and home working; ● IT workstations in use simultaneously are distanced at least 2 metres apart or have suitable screening in between; ● Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed; ● Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; 	

		<ul style="list-style-type: none"> • Parents requested to only come in to school if absolutely necessary: • Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; • Reception staff instructed on how to deal with deliveries safely. 	
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> • Parents / students encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Students allowed to wear trainers in school to support walking etc to and from school • Staff asked to avoid public transport where possible, otherwise told to wear a non-surgical face mask and wash hands thoroughly on arrival. • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour, timings of the school day changed for a later start. 	
	Monitoring	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to the headteacher] • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	

Hazard identified	Stress and anxiety relating to coronavirus workload
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> Revised timetabling to build in identified breaks during the day for those staff working on site; Those working remotely encouraged to ensure that they take breaks from work during the day; Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	Duty rota to ensure staff get breaks
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> Line managers contact those staff working remotely by telephone or video conference at least weekly to include a wellbeing check; Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have. 	follow up with staff with risk assessments within first half term or sooner if concerns raised
	Weekly communication with all staff	<ul style="list-style-type: none"> Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues staff briefings will continue but will take place in the large hall to allow for distancing 	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> School has signposted suggested sources of support to all staff regularly; school buys in to range of online and telephone support lines for staff Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	support newly appointed SLT with responsibility for staff wellbeing - they have already completed training

		<ul style="list-style-type: none">• Staff trained in wellbeing signposting supporting staff	
	Rotation of staff required on site where possible	<ul style="list-style-type: none">• Staff to work from home remotely when not required to be on site if they have any concerns or medical conditions and this is practical.• Staff required to work on site will, where practical, be rotated with homeworkers periodically, within agreed cohorts.	