

COVENTRY SCHOOL FOUNDATION – Risk Assessment (Form 2)	
Foundation Area/Foundation School:	King Henry VIII Senior School
Date of Assessment: 28-5-20	Name of Assessor: Jason Slack
Location & Subject of Assessment: Accommodating a Partial Year Group within School.	
Review Date: 15 th June 2020	Other Relevant Information: Undertaken within the umbrella of a Foundation wide Covid-19 risk assessment regarding occupation of schools

Area/Activity Assessed:	
Summary of significant risks where action is required	Summary of controls to be implemented
Contamination and infection from covid-19 virus.	<p>Social distancing measures in line with government guidance as applicable to our environment: Pupils or staff who have coronavirus symptoms (or live with someone exhibiting symptoms) should not attend school.</p> <p>Maximum 25% of Year Group in School at the same time.</p> <p>Split into teaching groups no greater than 15 pupils each.</p> <p>Strong hygiene practices to prevent spread of virus in line with government guidance; handwashing, good respiratory hygiene, frequent cleaning of surfaces.</p> <p>Pupils and Teachers have limited contact with people outside a predetermined group or 'bubble' of people.</p> <p>Creating a teaching environment which allows for social distancing.</p> <p>Teachers given appropriate training and induction as to the organisation of the day during the week before the event.</p>
Reviewed / Approved by Senior Manager	Senior Manager: Signature: Jason Slack
Date Reviewed	

Reviewer / Signature					
----------------------	--	--	--	--	--

What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by?	When?	Can this be achieved? Risk after measures?
			In Place	Action Required (to reduce risk)			
Cross contamination from proximity with each other as pupils arrive and leave school.	Pupils	HIGH		<p>Pupils divided among two entry points at Warwick Road and Spencer Road to limit numbers at any one point.</p> <p>Pupils met by member of SMT on first occasion of entry to admit onto the school site and explain procedures of distancing for subsequent days.</p> <p>Parents instructed not to bring pupils into school site early. Pupils leaving school site do so whilst socially distant.</p> <p>Pupils leave and enter site along predetermined routes that space them out and minimise contact. Parents not allowed onto school site to drop off/collect.</p> <p>Entrance and Exit to teaching rooms are from external doors (fire doors), with no need for pupils to pass in the corridors.</p>	SMT in comms prior to event happening.	5 days ahead of event happening.	MEDIUM
Cross contamination from poor hygiene practices	Pupils and staff	HIGH		Staff and pupils instructed (via induction for staff and pre-event communication for pupils) to wash hands for at least 20 seconds upon arrival, before departure, and before	SMT	Day of event	LOW

				and after lunch. Pupils will be supervised doing this by a member of staff in their allocated washing facility base.			
Cross contamination from proximity within the same environment given a quarter of the Year Group 12 are in school at the same time.	Pupils and Teachers	HIGH Infection of many if one person attending is asymptomatic but infectious		<p>Pupils to be organised and remain in teaching group 'bubbles' throughout the day. Each Teaching Group 'bubble' to be half of a 'normal' teaching group. 'Normal' teaching groups are no bigger than 24 pupils.</p> <p>Pupils confined to work within one room during the day. Science labs are bigger rooms.</p> <p>The rooms are big enough to allow pupils to spread out with 2m separation between them. Classrooms having doors with direct access to outside preferred. Fire exits considered as a preferred point of entry to avoid congestion with other groups.</p> <p>Room cleaned before the event, during lunch break, and cleaned after the event.</p> <p>Pupils to occupy same position (chair and desk) within the room during the day.</p> <p>Teacher (and other teachers required for supervision) to only be 'exposed' to pupils within their teaching group during the day.</p> <p>External doors left open where safe to do so.</p>	RGS RGS JR JR RGS Teacher in each room RGS	9-6-20 9-6-20 15-6-20 9-6-20 9-6-20 9-6-20 15-6-20 15-6-20 15-6-20 15-6-20	MEDIUM

				Doors and windows in each classroom opened where safe to do so. Pupils to be exposed to (at most) 4 teachers who supervise them during the day. Pupils dismissed from the classroom by teacher; one at a time and ensuring social distancing.	Teacher in each room	15-6-20	
Cross contamination from pupils using same resources and equipment during the school day	Pupils and Teachers	HIGH Infection of many if one person attending is asymptomatic but infectious		Pupils to bring their own electronic devices and only use these devices during the school day. Teachers supervising each teaching group to only use ICT equipment within their teaching room. Wiped down with disinfectant wipes after use. Cleaning regime in place for all shared equipment. Antibacterial wipes available in all teaching rooms and next to photocopiers/printers and other shared equipment.	SMT I/c comms for that event Teacher within room JR	9-6-20 9-6-20	MEDIUM
Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils and Teachers	MEDIUM	School Discipline policy already in place to be followed.	Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings). If pupil continue to misbehave in a manner that compromises safety then support is available at all times from a member of SMT on duty. Teacher to call reception who will alert the member of SMT on duty.	Teacher in the room. Member of SMT	9-6-20	LOW
Pupils mixing without respect of	Pupils	HIGH Infection of many if one		Teaching group split between entry/exit points on to the school site during	RGS to organise.	15-6-20	MEDIUM

social distancing during 'informal' time.		person attending is asymptomatic but infectious		<p>arrival/departure from the school site (Spencer Road and Crescent). SMT on duty to supervise arrival of pupils.</p> <p>Staff advised to arrive in school (and leave) at a specific time which does not coincide with pupil arrivals/departures. Pupils have lunchtime where they are kept separated on back field (if weather is nice). Grid placed on back field to ensure social distancing. If weather is not suitable then pupils remain within teaching rooms.</p> <p>Pupils supervised by a teacher at all times.</p> <p>Expectation of behaviour of pupils made clear within instructions sent to them (and parents) in advance of the event.</p> <p>Pupils repeatedly violating social distance guidelines (encroaching with each other closer than 2m) on a regular basis (3 strike system), to be sent home by SMT.</p>	SMT to enforce SMT to enforce JS RGS to organise SMT	15-6-20 15-6-20 15-6-20 15-6-20	
Cross contamination when eating lunch	Pupils	High Infection of many if one person attending is asymptomatic but infectious		Pupils to bring their own packed lunch which stays with them during the day. Not left in a communal area or handled by anyone else.	JS to instruct pupils	3-6-20	MEDIUM

Infection when pupils undergoing 1:1 interviews with staff	Teachers and pupils	HIGH Infection spreads between tutor and pupil		Social distancing maintained at all times. Interviews to take place in a classroom so that a minimum distance of 2m can be maintained at all times. Hands washed before entry and after departure from the room. Teacher to wipe down chair in between pupil use (gloves, and wipes will be supplied).	Teaching staff	15-6-20	MEDIUM
Infection due to poor hand cleaning hygiene and use of toilets.	Teachers and pupils	HIGH Spread of infection		Pupils wash hands upon entry into the school. Before and after lunch. Before and after 1:1 interviews. Pupils spread out among washing facilities to keep number of pupils in any location with sinks at a level where social distancing can be maintained. Pupils assigned to same facilities for use of toilet as they are for handwashing. Pupils entering school site via Crescent use swimming pool. Pupils entering school site via Spencer Road use main boys and girls toilets (access from playground). One way system in place for use of toilets, where possible. Hand sanitiser available for frequent use at other points during the day as appropriate.	SMT SMT SMT JR	15-6-20 15-6-20 15-6-20 15-6-20	MEDIUM
Infection due to a pupil becoming unwell whilst on the school site	Teachers and pupils	HIGH		Information provided for the day makes it clear that pupils who are experiencing symptoms, or who have experienced symptoms in the last 7 days should not attend. Parents told that they should be available to collect pupils if they become unwell (CoViD related or not) as the	SMT	5 days before event. 15-6-20	MEDIUM

				<p>facility to look after ill children is limited.</p> <p>Teachers do a visual check for obvious symptoms when they first see pupils (no need to approach less than 2m) – checking for</p> <ul style="list-style-type: none"> • Persistent cough (audible check) • Palour for signs of temperature (visual check from >2m distance) <p>If in any doubt – or symptoms are obvious then pupil sent to nurse who will isolate and examine in line with Foundation protocol and with appropriate use of PPE.</p>	All teachers. Nurse	9-6-20	