

COVENTRY SCHOOL FOUNDATION – Risk Assessment		(Form 2)
Foundation Area/Foundation School:	King Henry VIII Senior School	
Date of Assessment: 13/08/2020	Name of Assessor: Jaynita Mattu	
Location & Subject of Assessment: Use of IT1, IT2 & IT3 for Computer Science lessons		
Review Date:	Other Relevant Information:	

Area/Activity Assessed:					
Summary of significant risks where action is required		Summary of controls to be implemented			
Contamination and infection from covid-19 virus.		Pupils taught in year group bubbles and with social distancing measures/room layout in line with government guidance as applicable to our environment. Doors to be wedged open (as per site wide risk assessment). Pupils facing away from one another or in the same direction. Social distancing as far as is possible. Teaching groups no greater than capacity as determined by H&S Officer IT1=10, IT2=24, IT3 = 24 Strong hygiene practices to prevent spread of virus in line with government guidance; handwashing, good respiratory hygiene, frequent cleaning of surfaces – as per site wide risk assessment/procedures. Creating a teaching environment which allows for social distancing within IT1, IT2 & IT3 IT1 will be used by A-level groups only where there are currently 4 students in Y13 and 5 in Y12.			
Reviewed / Approved by Senior Manager		Senior Manager:		Signature: P.Dearden, Headmaster	
				Date: 6 th September 2020	
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)	Name	Date	
Blocking the corridors when entering and exiting the room	Pupils and Staff	HIGH		<p>Pupils will not be asked to line up outside the classroom. They will be asked to enter the room as soon as they arrive.</p> <p>At the end of a lesson, all Pupils will be logged off and ready to leave on time so they do not crossover with any other class. Pupils will be dismissed row by row by the teacher and reminded to follow the 1 way system when leaving the room.</p>	Teacher	Sept 20	LOW
Pupils not remaining socially distanced from one another	Pupils			<p>The seating plan will be set so that pupils are 2m apart, where possible, or facing the same way/wall. The corners at the back of the room (U shape) will be avoided where possible. Pupils will all be from the same bubble.</p> <p>Group sizes: Y7, 8, 10, 11, 12, 13 max of 17 Y9 max of 23</p>	Teacher	Sept 20	LOW
Transmission of virus through sharing of equipment	Pupils	HIGH		<p>Pupils to bring their own writing equipment to school and not share with anyone else.</p> <p>Option 1: On entrance to the room, pupils will sanitise their hands using the hand sanitising dispenser on the wall. They will then take an antibacterial wipe (positioned by the door) and clean the mouse, keyboard, monitor, desk and chair</p>	<p>Pupils</p> <p>Teacher to supervise</p>	Sept 20	LOW MEDIUM?

				<p>where they will be positioned. At the end of the lesson, Pupils will clean the area again before they leave the room. The teacher will clean the printer at the end of each lesson. The teacher will also clean their own workstation if they are leaving the room.</p> <p>Option 2: At the end of every lesson, the teacher will wipe down the keyboard, mouse, chair and desk of every computer that was used during that lesson. The teacher will also clean the printer. (max 24, min 16)</p>	Teacher		
Insufficient hand sanitiser and antibacterial wipes			HIGH	The dispenser and wipes are checked during the day by H&S team and refilled.	H&S Team	Sept 20	LOW
Handing out worksheets			MEDIUM	Where possible, worksheets will be accessed via the shared area. If there are printed worksheets, a pile will be placed near the door and students will pick them up as they enter the classroom. Teachers will sanitise their hands before handling the worksheets.	Teacher	Sept 20	LOW
Transmission of virus through queuing for printer			MEDIUM	Pupils collect their own work from the printer and only go up to collect work if there are 2 or less Pupils queuing. The teacher is to remain behind the 2m tape at all times, where possible. Y7 and Y8 will not be printing any work this term. All work will be handed in and marked via Teams.	Teacher to supervise	Sept 20	LOW

				<p>If the printer is jammed, the teacher will ask all students to return to their seats before fixing the problem. The teacher will then wipe down the printer.</p> <p>A sign to be put up above the printer, to remind Pupils.</p>	JM		
Transmission of virus through using other equipment e.g. microbit, Lego			MEDIUM	Equipment to be used within bubbles only. Where possible (if lesson isn't back to back), equipment is to be wiped using an antibacterial wipe, before handing out to the next group.	Teacher	Sept 20	LOW
Teacher helping pupils and not remaining socially distanced			MEDIUM	Teacher is to use RM Tutor to help Pupils that are stuck and/or demonstrate using the board/projector. If there is a class where 2m social distancing can be maintained, the teacher can use a laser pen or pointer to point to the screen.	Teacher	Sept 20	LOW
Other staff using the rooms			MEDIUM	IT1, IT2 and IT3 are to be used by Computer Science teachers only. Other staff can only book IT4 for lesson.		Sept 20	LOW
Other staff not being aware of the procedures in the room			HIGH	<p>All staff to be briefed about the use of the rooms and the procedures to follow.</p> <p>A sign to be put near the entrance of the room clearly outlining the procedure to follow.</p>	SMT JM	Sept 20	LOW