

COVENTRY SCHOOL FOUNDATION – Risk Assessment

(Form 2)

Foundation Area/Foundation School:	King Henry VIII Senior School
Date of Assessment: 5 th January 2021	Name of Assessor: Philip Dearden
Location & Subject of Assessment: Accommodating Keyworker Pupils in School Accommodating Vulnerable Pupils in School Accommodating Support Staff in School (who are not able to work from home)	
Review Date: 14 th February (if necessary in line with potential reopening of school more widely on Monday 21 st February)	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.	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. Strong hygiene practices to prevent spread of virus in line with government guidance; handwashing, good respiratory hygiene, frequent cleaning of surfaces. Pupils and Teachers have limited contact with people outside a predetermined group or 'bubble' of people. Creating a teaching environment which allows for social distancing.
Reviewed / Approved by Senior Manager	Senior Manager: Signature: P.Dearden (Headmaster) Date: 05/01/21
Date Reviewed	11/01/21
Reviewer / Signature	P. Dearden (Headmaster)

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	
Cross contamination from proximity within the same classroom and office environment.	Pupils and Teachers	HIGH Infection of many if one person attending is asymptomatic but infectious	Yes	All pupils and staff to be distanced as much as possible, allowing at least 2m between everyone.	Keyworker Supervision Staff/SLT	06 Jan	MEDIUM
				Pupils and Staff reminded of the importance of social distancing	Keyworker Supervision Staff/SLT	06 Jan	
				Pupils to be organised and grouped consistently in teaching groups as much as follows: <ul style="list-style-type: none"> - Year 7 - Year 8, 9 and 10 	Keyworker Supervision Staff/SLT	06 Jan	
				Groupings to have separate IT locations: <ul style="list-style-type: none"> - IT4 - ML1 Both of these locations are big enough to ensure appropriate social distancing between pupils.	Keyworker Supervision Staff/SLT	11 Jan	
				Pupils and staff to wear face coverings when moving around the site and not sat working	SLT	06 Jan	

			<p>Room cleaned thoroughly before the first day and cleaned each day – at the end of the day.</p> <p>Pupils to occupy same position (chair and desk) within the room during the day.</p> <p>Teacher zone in each workroom to be clearly marked. Rooms limited to maximum of 1 member of staff (with necessary intervention of one more if required with social distancing)</p> <p>Teachers and Pupils involved to be offered Lateral Flow Tests on a weekly basis</p> <p>Teachers involved in keyworker provision to be work consistently with the same group.</p> <p>External doors and windows left open when safe to do so to improve ventilation. Internal doors opened and wedged open</p> <p>Pupils dismissed from the classroom by teacher; one at a time and ensuring social distancing.</p>	<p>Keyworker Supervision Staff/SLT</p> <p>SSOs</p> <p>Keyworker Supervision Staff/SLT</p> <p>SSOs</p> <p>Keyworker Supervision Staff/SLT</p> <p>Keyworker Supervision Staff/SLT</p> <p>SSOs</p>	<p>06 Jan</p> <p>06 Jan</p> <p>09 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p>	
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				Teacher to maintain social distancing and to wait in the 2m zone.	Keyworker Supervision Staff/SLT	06 Jan	
Cross contamination from pupils using shared resources and equipment during the school day	Pupils and Teachers	HIGH Infection of many if one person attending is asymptomatic but infectious	Yes	Pupils and Staff to bring their own equipment and resources including earphone or headphones.	Keyworker Supervision Staff/SLT	06 Jan	MEDIUM
				Pupils and Staff informed not to share equipment.	Keyworker Supervision Staff/SLT	06 Jan	
				Avoid giving pupils school equipment where possible	Keyworker Supervision Staff/SLT	06 Jan	
				Where pupils have to use school equipment – they stick to the same equipment all of the time and wiped it down after each use.	Keyworker Supervision Staff/SLT	06 Jan	
				Allocated seat and seating plan used in both IT rooms (with appropriate social distancing in place)	Keyworker Supervision Staff/SLT	06 Jan	
				Teachers supervising to use consistent ICT equipment within the teaching room. Wiped down with disinfectant wipes after use.	Keyworker Supervision Staff/SLT	06 Jan	
				All rooms used cleaned by General Assistants regularly and also by cleaners at the end of the school day	Keyworker Supervision Staff/SLT	06 Jan	

Pupils mixing without respect of social distancing during 'informal' time.	Pupils	HIGH Infection of many if one person attending is asymptomatic but infectious	Yes	Group assigned entry point on arrival to manage flow of pupils – Spencer Road.	SLT	06 Jan	MEDIUM
				SLT duty staff member to greet pupils as they arrive at school (pupils informed not to arrive before 8.35am)	SLT	06 Jan	
				Pupils have lunchtime in the Dining Hall socially distanced and remaining in their two separate groups	Keyworker Supervision Staff	06 Jan	
				Pupils social time at breaktime in separate zones (socially distanced): - Zone 2– Year 7 - Zone 1 – Year 8, 9 , 10	Keyworker Supervision Staff	06 Jan	
				Expectation of behaviour of pupils made clear within induction (morning of first day) and parents contacted by phone in advance of the first day.	Keyworker Supervision Staff	06 Jan	
				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 SLT.	SLT	06 Jan	

Cross contamination when eating lunch	Pupils	HIGH Infection of many if one person attending is asymptomatic but infectious	Yes	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.	SLT (Parents informed in advance)	06 Jan	MEDIUM
				Pupils instructed to wash hands prior to lunch and after eating	Keyworker Supervision Staff	06 Jan	
				Pupils are permitted to remove face covering whilst eating	Keyworker Supervision Staff	06 Jan	
				Pupils sat appropriately socially distanced in Dining Hall with two bubbles further separated	Keyworker Supervision Staff	06 Jan	
				Appropriate ventilation in the Dining Hall with doors open. Hall surface area is also more than sufficient for the small number of pupils in this large space	SSOs	06 Jan	
				Supervising member of staff to ensure that they observe appropriate social distancing	Keyworker Supervision Staff	06 Jan	
				All tables and chairs cleaned before and after use	SSOs	06 Jan	

Infection due to poor hand cleaning hygiene and use of toilets.	Teachers and pupils	HIGH Spread of infection	Yes	<p>Pupils instructed to wash hands at all of the following times:</p> <ul style="list-style-type: none"> - Upon entry into the school. - Before and after lunch. - After using the toilet <p>Pupils to hand sanitise when entering and leaving their IT work room</p> <p>Pupils assigned washing facilities for their exclusive use:</p> <ul style="list-style-type: none"> - Y7: Y7 Toilets - Y8, Y9, Y10: Main Toilets <p>All pupils to socially distance when waiting for the toilets outside.</p> <p>Capacity of toilets to be strictly observed and monitored</p> <p>Pupils assigned to same facilities for use of toilet as they are for handwashing.</p> <p>Posters are displayed throughout the school reminding pupils and staff to wash their hands and maintain social distancing</p>	<p>Keyworker Supervision Staff</p> <p>Keyworker Supervision Staff</p> <p>Keyworker Supervision Staff</p> <p>Keyworker Supervision Staff</p> <p>Keyworker Supervision Staff</p> <p>PMD</p> <p>SSOs</p>	<p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p>	MEDIUM
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				'Catch it, Bin it, Kill it' hygiene is promoted on site;	Keyworker Supervision Staff/SLT	06 Jan	
Infection due to a pupil becoming unwell whilst on the school site	Teachers and pupils	HIGH	Yes	<p>Information provided for the day makes it clear that pupils who are experiencing symptoms should not attend school.</p> <p>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) • 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> <p>Pupils who have consented to the a Covid-19 Lateral Flow Test will be tested on a weekly basis with the results shared with parents.</p> <p>Pupils who test positive will be sent home.</p>	<p>SLT/Nurse</p> <p>Keyworker Supervision Staff/SLT</p> <p>Nurse</p> <p>Nurse/SLT</p> <p>Nurse/SLT</p>	<p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p> <p>06 Jan</p>	MEDIUM

			<p>Other pupils (and staff) identified as direct or proximity contacts will be either:</p> <ul style="list-style-type: none"> - Tested (if consenting) and can remain in school if negative - Sent Home (if non-consenting) and instructed to stay at home and self-isolate for 10 day 	Nurse/SLT	06 Jan	
			<p>If a pupil is awaiting collection, they will be isolated behind a closed door in either ML5 or ML8</p>	Nurse/SLT	06 Jan	
			<p>If they need to go to the toilet while waiting to be collected, MR9 toilet is for isolation pupils only and must be cleaned and disinfected after use</p>	Nurse/SLT	06 Jan	
			<p>PPE to be used by staff providing care (usually the nurses). Appropriate PPE to be available in the medical room and in reception.</p>	Nurse/SLT	06 Jan	
			<p>While face coverings are not recommended in lessons (this may be different for certain subjects and their individual Risk Assessment should be consulted), staff or pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance will be permitted to do so</p>	Nurse/SLT	06 Jan	

				<p>Cleaning includes a focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, shared learning resources, sinks, taps, and other areas touched regularly.</p> <p>Windows opened.</p> <p>Dress codes relaxed so that pupil and staff can wear coats/additional layers inside building for warmth. Parents informed in advance</p> <p>Doors propped open with door wedges.</p> <p>Staff instructed to wipe down chair/desk/mouse/keyboard before and after use</p>	SSOs/DI	11 Jan	
					SSOs/DI	11 Jan	
					SLT	11 Jan	
					SSOs/DI	11 Jan	
					SLT	11 Jan	
Infection resulting from other adult to adult contact.	Staff	HIGH	Yes	<p>All staff to work from home where possible and have been provided with appropriate technology to do so.</p> <p>Where a member of staff is unable to work from home or is required to work in school due to the nature of their work/to support the pupils who are in school then the following guidance exists:</p>	<p>Direction from SLT/CSF</p> <p>Direction from SLT/CSF</p>	06 Jan	MEDIUM/ LOW

			Staff reminded about the need to follow physical distancing rules at all times	SLT	06 Jan	
			Common room reconfigured to support physical distancing.	SSOs/DI	06 Jan	
			Staff encouraged not to use the SCR as communal area. Kitchen area capacity to remain as '1'	Direction from SLT/CSF	11 Jan	
			Staff encouraged not to have conversations in corridors.	Direction from SLT/CSF	06 Jan	
			Staff to have lunch in their own workspace areas or to return home	Direction from SLT/CSF	11 Jan	
			Doors propped open.	SSOs/DI	06 Jan	
			One-way system in the common room, entrance through left-hand doors, exit through right hand doors	SSOs/DI	06 Jan	
			All staff work areas risk assessed to make sure staff are positioned at least 2m from other adults and not sitting face-to-face. All rooms with clear signage giving the maximum capacity of the room.	SSOs/DI	06 Jan	

				<ul style="list-style-type: none"> ▪ All offices/work areas have access to cleaning materials. ▪ All photocopiers and computers have anti-bacterial wipes to be used before each use. <p>Staff dress code in school relaxed with no need for formal dress</p>	SLT/CSF	06 Jan	
Infection resulting from cross contamination in staff toilets	Staff	MEDIUM (enclosed space/mixed groups of	Yes	<p>Only 2 staff allowed in staff toilets (outside SCR) at any one time. Both Ladies and Gents</p> <p>Only two cubicles will be in use (both end cubicles) and middle three will be marked as out of use. (LADIES)</p> <p>Only two hand basins will be in use (first and last), middle two will be marked as out of use. (LADIES)</p> <p>Only one urinal and two cubicles in use, all others marked as not in use (GENTS)</p> <p>Two hand basins in use, all others marked out of use (GENTS)</p> <p>Inner door will be kept propped open always with a door wedge and nothing should be left in this space. Staff</p>	Staff SSOs SLT DI JR	06 Jan	MEDIUM (enclosed space/mixed groups of

				<p>informed to remove personal belongings from this area.</p> <p>Vacant/Occupied sign on the door in place to indicate occupancy.</p> <ul style="list-style-type: none"> ▪ Posters to remind staff to wash hands after using toilets. ▪ Hand dryers out of use. Staff to use paper towels to dry hands. ▪ Staff to use hand sanitiser on exit after using 'Vacant/Occupied' door sign. ▪ 2m markers outside toilet where staff should wait to support social distancing. ▪ Staff must not enter the area unless there is space. ▪ Staff encouraged to avoid peak times like break and lunchtime ▪ Toilets will be cleaned during the day. <p>Paper towels, soap, hand gel to be replenished daily.</p>			
Pupils/staff unaware of the procedures leading to infection.	Pupils Staff	HIGH infection of many if a person attending is infectious	Yes	<p>All parents informed of the rules in advance of attending via letter</p> <p>All staff and pupils briefed on the risk assessment on their first day on site (INSET or day 1 of term).</p>	PMD MBC HoYs SSOs	06 Jan	LOW

				Regular reminders provided to staff, parents & pupils including posters around school.			
Infection from visitors	Staff	MEDIUM	Yes	<p>Visitors not permitted on site</p> <p>Parent meetings to take place virtually if required</p> <p>No admissions tours.</p> <p>Parents' Evenings and Events to take place virtually,</p>	PMD TP SJJ RGS	06 Jan	LOW
The lack of availability of designated First Aiders and Designated Safeguarding Leads may children's safety at risk	Pupils	MEDIUM	Yes	<p>If the DSL is not on site, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> - School nurse/CLD (Deputy DSLs) will be available via phone or online video, e.g. working from home - Where none of the above are on site, SLT designate for that day should take responsibility for coordinating safeguarding. 	MBC SJC CLD	11 Jan	LOW
The demand for school places is too high to balance safety, staffing ratios and remote learning requirements	Pupils and Staff	MEDIUM	Yes	<p>Only pupils that meet the vulnerable and critical worker criteria are permitted to attend school in law, therefore no pupil outside of this criteria will be allowed to attend school</p> <p>An objective discussion with parents to provide information on the remote learning offer will enable them to make an informed choice when</p>	PMD/SLT PMD/SLT	11 Jan 11 Jan	LOW

				<p>confirming if they want their child to attend school</p> <p>A partnership discussion coupled with a vulnerable pupil specific risk assessment will be conducted if the school needs to reduce demand to secure safety</p> <p>Clear criteria on what constitutes an entitlement to a critical worker place, enforcing the requirement for parents to keep children at home if they can will be communicated.</p>	PMD/SLT	11 Jan	
					PMD/SLT	11 Jan	
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	Pupils and Staff	MEDIUM	Yes	<p>Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations</p> <p>Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning</p> <p>Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented</p>	PMD/SLT	11 Jan	LOW
					PMD/SLT	11 Jan	
					PMD/SLT	11 Jan	

				Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement	PMD/SLT	11 Jan	
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