Covid-19 Risk assessment: for new Ponteland High School site (November 2020)

Key Guidance This section provides a quick overview of some of the key concepts in risk assessment. Refer to the Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.

Hazard is anything that may cause harm, e.g. working at height on a ladder.

Risk is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to 'as low as reasonably practicable' (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.

Dynamic Risk Assessment compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.

Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed

Probability (P) i.e. likelihood	Impact (I) i.e. consequences
1: Rare/impossible	1: Nil
2: Very unlikely	2: Minor
3: Unlikely	3: Moderate
4: Likely	4: Significant
5: Very likely	5: Major
	Note: impact number may not change even with control measures

Multiplied by   **E**quals

Risk Score Calculation

		Probability (P)				
		1	2	3	4	5
Impact (I)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

5 Step Process	**Step 1** Identify the hazards	**Step 2** Decide who might be harmed and how	**Step 3** Evaluate the risks and decide on precautions (control measures)	**Step 4** Record your significant findings and include instructions as necessary. Implement control measures	**Step 5** Review your risk assessment and update as necessary

School	Ponteland High School (new school site)	**Author:**	KMC
Generic or Specific Risk Assessment:	Specific: Return to School (COVID – 19)	**Assessment Date:**	12 October 2020
Relevant Publications / Pamphlets / Procedures:	DfE guidance released during Covid-19 pandemic	**Review Date for GRA** (Step 5):	6 November 2020

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					P (1-5) (Step 3b)	I (1-5) (Step 3c)	Score (L x I) (Step 3d)			P (1-5) (Step 3g)	I (1-5) (Step 3h)	Score (L x I) (Step 3i)	
1	School site	Infection from surfaces and main contact points such as doors Equipment/ system failure	Students Staff	• Brand new school site has been deep cleaned prior to opening • All internal access and classroom doors to be wedged open to avoid the need to touch handles • Statutory testing and maintenance such as water hygiene testing/flushing, gas safety, fire safety has all taken place prior to building handover • Request for all students to have personal hand sanitiser, where possible • One-way system signage in place - clockwise direction on all main floors • Dedicated 'up only' and 'down only' staircases within the main secondary building clearly signposted • Simplified school map shared with staff and students/parents • Hand sanitiser at entry points to school • Hand sanitiser in each classroom • Deep clean during school closure	2	5	10	Y					1. Additional door stops required
2	Staff	Not having sufficient staff to manage the site and adequately supervise students	Students Staff	• School and staff to follow government guidelines for hand and respiratory hygiene, and social distancing • Staff with symptoms will not attend school and will immediately be tested for Covid-19 ○ they will inform the Headteacher immediately if they test positive ○ they will isolate for 10 days in line with government guidelines if they test positive ○ they will return to work if they test negative and are well enough to	1	5	5	Y					1. Confirm staff availability and populate timetables 2. Use staff matrix when considering each situation

#	Activity	Hazard	Who affected	Control measures	L	S	R		Y/N						Further action
				return • Staff will self isolate for 14 days (from the onset of symptoms) if a member of their household tests positive for Covid-19 • Staff consideration: ○ those with underlying health conditions, classed as 'clinically extremely vulnerable', can attend school from 1 September ○ 1-2-1 discussion and adjustments made as necessary prior to the new school move ○ those with underlying health conditions classed as 'clinically vulnerable' including pregnant staff can attend school based on current guidance ○ BAME staff can attend based on current guidance • Staff will be located in their main teaching room in subject areas in order to reduce their movement and associated stress and anxiety ○ students will travel to lessons ○ staff will oversee the use of hand sanitiser on entry to their classrooms ○ staff will oversee wipe down of desks between lessons • Agree limit of staff allowed to access department/staff workrooms at the same time to ensure adequate social distancing • We will limit the use of supply teachers/staff during this time, wherever possible • We have 7 new starters; 3 x teachers and 4 x professional support staff requiring induction • Introduction of weekly Lateral Flow testing for staff from 13 January 2021 ○ Teams Leaders within school designated (DJA/KMC/CHA) ○ Testing will be made available to all staff who consent to testing ○ Identified staff will complete training modules for the various roles ○ Trial run with selected staff on 11 January 2021 ○ Weekly testing day - Monday each week with flexibility for staff where requested • Teaching staff are providing remote learning in line with their timetables and have the flexibility to work from home or in school (their classroom base) • Rota system in place involving SLT and professional support staff to supervise students of critical workers/vulnerable students										
3	Classroom lessons	Infection due to being in close proximity to others. Infection being spread to wider family members.	Staff Students	• Students will travel to each lesson following the one-way system and using designated staircases for up/down travel • Students and staff must wear face coverings inside the building during their movement to and from lessons • Students to bring their own stationery to school ○ teachers will have year group specific stationery for use, if needed • Planned timetable will be followed using normal classes ○ CSA support may be necessary depending on the group but we will aim to limit this to 1 person per classroom but this will depend on the makeup of the class ○ Students receiving support should be seated towards the periphery of the classroom , i.e. back row or side to make it easier to provide support. This will enable CSAs to remain on the periphery of the classroom when not directly supporting a student. • Hand sanitiser in classrooms to be used upon entry to the classroom • Wipes available for students to clean their desk • Tissues available in every classroom • Hand sanitiser and wipes available at each teacher desk • Staff to use their own whiteboard pens and board cleaning cloths (if they use more than one classroom to teach in) • Staff to use their own laptop at all times • Ensure open windows and doors propped open for ventilation • 2m separation between the front of the class and students, i.e. a teacher zone • Desks will face forwards, where possible, and students must not sit directly face-to-face • Documents will, where possible, be shared online and paper copies kept to a minimum. ○ Where used, students should hand them out to the class. • Wipes are to be used after using Chromebooks • SLT and pastoral staff will oversee student movement at lesson changeover to ensure one-way system and staircases are used correctly ○ Teaching staff will be at their door to support good behaviour at lesson changeover but also to meet and greet each new class and ensure hand sanitiser is used on entry • Any student that shows signs of Covid-19 is to be immediately reported via SIMS on call; they will be isolated and parents contacted so they can be removed from the site • Teachers are to be isolated should they show any symptoms then leave school as soon as reasonably possible • Deep cleaning on request and additional cleaning of frequently touched areas throughout the day and at the end of each day • All classrooms to be cleaned each day • All lessons follow a 3-part format using Google Meet and Google Classroom as outlined in Staff Update 5.1.2021	2	4	8		Y						1. Continuing review of DfE guidance 2. Fortnightly review of this risk assessment from date of sign off 3. Teachers and students are to be alert in recognising signs and symptoms in themselves and others 4. Personal responsibility to ensure good hand and respiratory hygiene 5. SLT responsibility to supervise and ensure adherence

#	Area	Risk	Who is affected	Control measures	L	S	R							Further action
4	School transport	Infection of COVID-19 virus due to pupils being in close proximity to others. Infection passed to or from the School Bus Driver	Students School Bus Driver	• NCC has shared clear expectations that are in place for bus operators • NCC letter to parents outlining actions to be implemented including: ○ Physical distancing within year group bubbles, where possible ○ Mandatory use of face coverings ○ Hand sanitiser to be used prior to journey being made, if possible. ○ Driver will exit the vehicle and stand well clear before embarkation/disembarkation. ○ Bus contractor to ensure coaches fully cleaned and high touch points disinfected prior to each journey	2	4	8	Y						1. SLT supervision of bus park before and after school
5	School catering facilities	Infection of Covid-19 virus due to pupils being in close proximity to others in the catering queue and touching same touch points	Students Catering Staff	• Staggered break time for identified year groups: ○ Early break (10.20-10.40am): Y7, 9, 11 ○ Late break (11.20-11.40am): Y8, 10, 6th form • No formal catering offer during morning break therefore we will encourage students to bring an appropriate snack with them to school • Staggered lunch time with each year group able to access the catering offer and then eat their food in a dedicated indoor/outdoor space ○ Y7: 12.35-1.15pm (indoor space = secondary hall) ○ Y9/11: 12.45-1.20pm (indoor space = either end of dining street) ○ 6th form: 1.35-2.20pm (indoor space = 6th form area and secondary hall) ○ Y8/10: 1.45-2.20pm (indoor space = either end of dining street) • Dining street tables wiped down between 1.20-1.40pm • Contactless cards for payment rather than fingerprint - this links with School Gateway account • No access to coin/notes machines for adding money to student account • Possible change or increase to hours for catering team • There is no catering offer during the period of school closure	2	4	8	Y						1. Monitor break time and lunch arrangements daily and tweak as required
6	Start of school	Infection of Covid-19 virus due to pupils being in close proximity to others as students arrive at school at the same time.	Students Staff Contractors/visitors	• We will not be operating a staggered start/finish to the day due to impracities arising from a large proportion of students travelling by bus • Dedicated entry point for each year group that are located around the periphery of the main secondary building (see PHS new school map) • On arrival to school students can socially distance in the following places until they report to their tutor room at 8.55am: ○ Outside the main secondary building ○ Dining street ○ Year group social areas (see PHS new school map) • Hand sanitisers at all building entry points • Staff at main external entry point and in bus park/surrounding areas to monitor flow of student traffic	2	2	4	Y						1. Letter to parents/students indicating which entry point and Tutor Group base is assigned 2. SLT required to ensure compliance to reduce risk at the point of entry 3. SLT and pastoral supervision of zones for early arrivals
7	Visitors	Infection of Covid-19 brought onto the school premises by visitors.	Students Staff Contractors/visitors	• Visitors only in the school if essential including parents ○ Wherever possible, visits will be scheduled for after school • Any visitors will use the public entrance via the Community Street • Hand sanitiser used on entry to the building • Visitors have to use face coverings • Most, if not all, meetings will take place in the designated Interview Room near Reception	2	2	4	Y						1. Clear signage at entry points to the school. 2. Reinforce expectations about hand hygiene and face coverings
8	Parent sends child displaying signs of sickness to school	Risk of the spread of infection.	Students Staff Contractors/visitors	• Remind parents of policy through regular parent updates • Information on letters sent home to parents • Parents to inform school immediately of any positive test of a student • First Aid staff to deal with student in school (making use of available PPE) • Isolate the student in the Medical Room - ensure it is well ventilated • Immediate contact with parents for pick up and removal from school site	3	3	9	Y						1. Weekly Bulletin for Parents has a section each week outlining the actions in the event of illness
9	Movement around the school buildings.	Risk of the spread of infection.	Students Staff Contractors/visitors	• One-way (clockwise) system used at all times on each floor in the main secondary building • Clear signage on floors/walls • Designated staircases in main building assigned as 'up only' or 'down only' ○ 3 x up ○ 3 x down • Increased staff visibility (at doorways of classrooms) to support smooth movement during lesson changeovers • SLT/pastoral staff at key points to support smooth movement	2	2	4	Y						1. SLT supervision and enforcement essential to reducing the risks
10	Toilet facilities	Infection of Covid-19 virus due to pupils being in close proximity to others if queues appear	Students Staff Contractors/visitors	• All toilets (male and female) are closed cubicles but have open access to the general area, i.e. no external doors • Toilets are located on every floor and easily accessible • Dedicated toilets on the ground floor will be set aside for break and lunch time use • Toilet access during lesson time will be to the nearest toilet • Regular cleaning of cubicle doors and surfaces during the day	2	2	4	Y						1. Regular cleaning throughout the day of touch points 2. End of day deep clean of toilets
11	Use of water fountains	Infection from surfaces and main contact points	Students	• Water fountains are located on each floor throughout the building • Hand sanitiser and sterile wipes for handles to be used prior to using the water fountain • Bottle tops should not be in contact with the water spout	2	2	4	Y						1. Clear message to students about their use 2. Wipes and hand sanitiser near water

#	Activity	Risk	Who is at risk	Control measures	L	S	R	Adequate?							Further action
				fountain											
12	Parents' drop-off. Potential congregating within school grounds	Infection of Covid-19 virus due to pupils being in close proximity to others.	Students Staff Contractors/visitors Parents	• Parents advised to: ○ stay in their car when dropping off ○ not to come to school – communicate with school via phone or email ○ vacate the school premises quickly • Each car park has a designated entrance and separate exit so cars will follow a one-way system making drop off straightforward	2	2	4	Y							1. Parent updates 2. SLT presence in car park/bus park
13	Cleaning regime	Infection of Covid-19 on surfaces throughout the school	Students Staff Contractors/visitors	• Touch points disinfected several times throughout the day • Non-essential fire doors to remain open, if possible • Additional cleaning hours (as required) to facilitate increased cleaning regime • Touch points including keyboards wiped down after use • Orian wil backfill for absent staff to maintain a full complement of cleaners	2	2	4	Y							1. Communicate with Orian the need for regular cleaning throughout the day. 2. Specify exactly which touch points need attention.
14	Staff congregating in the staff room or subject staff work areas	Risk of spreading Covid-19 amongst the staff	Students Staff	• Staff room will be risk assessed with a clearly defined limit of the number of adults who can safely be there at any one time ○ seating arrangement will define the number of occupants at any one time • Subject staff work rooms will be risk assessed with a clearly defined limit of the number of adults who can safely be there at any one time • Staff to use alternative rest areas where possible, e.g. classrooms/offices, but always mindful of the need to maintain social distancing of 2m from colleagues • No Staff Briefing	2	3	6	Y							1. Electronic and email updates for staff in school
15	General cleaning - use of washing machine within school	Risk of spreading Covid-19 on material items	Students Staff Contractors/visitors	• Washing machine cycles are to be set at 60 degrees to kill the virus.	2	2	4	Y							1. Communicate to cleaning staff and caretakers 2. Sign on the washing machine.
16	First Aid provision	Risk of spreading Covid-19.	Students Staff Contractors/visitors	• Identify First Aiders for each day of school • Available PPE for first aiders. We have sufficient: ○ pairs of disposable gloves ○ visors ○ disposable aprons ○ boxes of wipes ○ boxes of tissues ○ disposable face coverings • Designated Medical Room for children potentially showing Covid-19 symptoms • Parents are informed they will have to pick up their children and remove them to home immediately • Treatment for minor injuries if required but where possible self help, e.g. putting on plasters • Policy to contact home/ambulance for more serious injuries • PE lessons will take place but practical activities that may be classed as high risk will be adapted to reduce the risk of injury	3	3	9	Y							1. Ensure sufficient PPE for First Aid staff 2. Communication to parents 3. Ensure that staff/students know what to do in the event of injury or if they feel ill.
17	Assemblies	Risk of the spread of infection.	Students Staff	• These will not take place as whole year group assemblies until further notice • We may consider doing repeat assemblies for half or third year groups in the secondary hall that has seating for 240 students but will ensure that it is safe to do so before this happens • If partial year group assemblies go ahead we will ensure that: ○ All children face forwards and are well spaced out ○ all children wear face masks ○ The hall is ventilated with doors open	2	2	4	Y							1. FAQ document to set out approach to parents 2. Virtual assembly to start each day to reinforce arrangements
18	Keeping staff safe	Risk of the spread of infection.	Students Staff Contractors/visitors	• Adhere to DfE guidance on hand and respiratory hygiene, and social distancing • Mandatory use of face coverings by staff and students in corridors, during lesson changeover and social times (unless exemption has been agreed) ○ Face coverings can be worn in lessons by staff or students ○ Face visors and perspex screens available for CEV staff • 2m student-free zone at the front of classrooms • Staff to remain in their teaching room with students moving to them • Where possible, support learning whilst maintaining appropriate distance and using IT creatively • Reduce the handling of books - camera image shared using IT available • Prevent sharing of equipment by pupils • Allow more toilet breaks for pupils - only one at a time to leave the classroom • Any staff member that shows any symptoms to inform the school; not attend and arrange a test for Covid-19 • Staff to follow government guidelines for self isolation if a household member tests positive for Covid-19 • Consider additional adjustments as necessary for staff members with underlying health conditions classed as 'clinically extremely vulnerable' • Implement DfE/PHE guidance if member of staff or student initially displays symptoms and then tests positive for Covid-19; 10 days self isolation for the individual concerned; 14 days isolation for those they have been in direct contact with	3	3	9	Y							1. Brief teaching staff through regular updates

				Control Measures	L	C	R		Y/N					Additional Actions
				● Check spacing between desks exceeds 2m in shared offices. When this is not possible only one member of staff is allowed to work in the office at a time. ● Introduction of weekly Lateral Flow testing for staff from 13 January 2021 ○ Teams Leaders within school designated (DJA/KMC/CHA) ○ Testing will be made available to all staff who consent to testing ○ Identified staff will complete training modules for the various roles ○ Trial run with selected staff on 11 January 2021 ○ Weekly testing day - Monday each week with flexibility for staff where requested ● Teaching staff are providing remote learning in line with their timetables and have the flexibility to work from home or in school (their classroom base) ● Rota system in place involving SLT and professional support staff to supervise students of critical workers/vulnerable students									
19	Pastoral support	Managing anxiety Managing poor behaviour	Staff Students	● We will operate our pastoral provision as usual with each Pastoral Manager available throughout the day ● On call system continues to apply as usual via SIMS for instances of poor behaviour ○ Use of 'on-tow' or exclusion as required ● Teaching or supervising staff to identify any concerns over student anxiety and stress, and refer to pastoral/SLT ● Pastoral Support Plans (PSP) in place for identified students ● Lesson registers are being completed as we would do within school on SIMS so that pastoral staff can track attendance daily and weekly ● Form Tutor weekly Google Meet with tutor group ● Pastoral teams to maintain contact with most vulnerable and offer them the chance to study in school (if appropriate).	2	2	4		Y					1. Allocate pastoral/SLT staff on a rota to be available throughout each day to respond as necessary 2. SLT to make regular visits to classrooms to monitor
20	School behaviour policy	Managing any poor behaviour	Student Staff	● Policy now has a Covid-19 related section about dealing with specific poor behaviour, e.g. intentionally spitting or coughing at another person ● Clarification of times when a member of staff may need to breach social distancing rules, e.g. to break up a fight, to prevent self injury or damage to school property	2	2	4		Y					1. Highlight any further changes or adaptations to staff and students via virtual assembly
21	Emergencies such as Fire Alarms	Infection of Covid-19 virus due to students and staff being in close proximity to others as they exit the building	Students Staff Contractors/visitors	● Assembly point will be on the MUGA and 3G pitch to the rear of the secondary building ● Staff on ground floor to use classrooms exits that lead directly to the outside of the building ● Staff on first and second floor to use nearest staircase and then nearest exit point on the ground floor ● All internal non-essential fire exits to be propped open during the day ● Fire drill to take place in first 2-3 weeks but may need to be for separate year groups due to the need to avoid large gatherings	2	2	4		Y					1. Highlight new fire safety plans to staff and students via virtual assembly

Authorising Officer /	Name	Post	Date	Signature
Existing and additional controls agreed	Kieran McGrane	Headteacher	8.1. 2021	
Where risk is elevated confirm additional controls implemented				

Risk = Probability x Impact

Likelihood		Definition
5	Very likely	Is expected to occur in most circumstances/ highly probable
4	Likely	Will probably occur at some time, or in most circumstances
3	Unlikely	Could occur at some time, or some circumstances
2	Very unlikely	Is unlikely to occur, but possible it could occur at sometime
1	Rare/impossible	May only occur in exceptional circumstances

Impact		Definition (Health Safety and Environment)
5	Major	• Multiple fatalities or permanent, life changing injuries • Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. • Multiple incidents causing a major environmental impact
4	Significant	• A single death or life threatening injury/ injuries. • Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. • Single incident causing a significant environmental effect or multiple incidents causing significant effect that need to be managed externally
3	Moderate	• Injury that requires hospital visit/minor treatment • Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation • Single incident causing environmental impact requiring some external support to manage
2	Minor	• Multiple injuries requiring first aid • Minor damage to an area, and that can be remedied internally • Multiple incidents causing minor environmental effect
1	Nil/Low	• A very minor injury requiring superficial first aid treatment • Limited short-term damage to an area of low environmental significance/ sensitivity • Incidents causing very minor environmental impacts

Step 5

Review the generic or specific risk assessment and update if necessary.

All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice, generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work
- if there is reason to doubt the effectiveness of the current assessment
- following an accident or near miss
- following significant changes to the task, process, procedure, equipment, personnel or management
- following the introduction of more vulnerable personnel, e.g. persons with additional needs or pregnant staff

Risk Management		
Risk Rating	**Authority level**	**How Risk should be managed**
1 – 3 (Very Low)	School Business Manager	**Review periodically** To ensure conditions have not changed and working within ALARP and risk appetite
4 – 9 (Low)	Headteacher/ Deputy Headteacher	
10 – 12 (Medium)	Headteacher	**Implement good risk mitigations** So that the impact remains ALARP and tolerable. Reassess frequently (define) to ensure conditions remain the same.
15 – 16 (Medium to High)	Headteacher/ Chief Operating Officer	**Requires active management** Likely need for additional resources to treat the risk and limit impact
20 (High)	Headteacher/ Chief Operating Officer	**Contingency plans** These should be developed in advance and considered together with mitigations to achieve ALARP that is tolerable
25 (Very High)	Headteacher/ Chief Executive Officer	**Operational capability may be compromised** Urgent and robust action is required, e.g. evacuation of site, closure of school