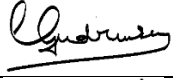



<b>Activity</b>	<b>Coronavirus – Full Opening in September</b>			
<b>Establishment</b>	<b>Sutton Coldfield Grammar School for Girls</b>			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor</b>	Carolyn Gudmunsen	Deputy Business Manager		3.9.2020
<b>Manager</b>	Barbara Minards	Headteacher		3.9.2020

This is a revision of the risk assessment put in place from 15<sup>th</sup> June, when we welcomed a limited number of students in school. It builds on the learning to date and the practices already developed to consider the additional risks and control measures to enable a return to full capacity in the autumn term. It includes the 'system of controls' specified in 'Guidance for full opening-schools' DfE, 2<sup>nd</sup> July 2020.

<b>Hazards</b>	<b>Who is at risk?</b>	<b>How can the hazard cause harm?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>
Staff and pupils attending school and unknowingly spreading Coronavirus to others	Students, staff, visitors  People with underlying health conditions  Young children or older staff members	Contracting Coronavirus	<p>The Headteacher receives daily update emails from the DfE, the latest advice from these and from the Government will be followed, with procedures adapted and amended as required. Staff, students and parents will be notified of any changes as soon as possible.</p> <p>Up to date information will be relayed to staff, students and parents using emails, weekly bulletin, texts as appropriate.</p> <p>Signage displayed around the site relating to a requirement that people who are ill stay at home, robust hand and respiratory hygiene practices ('catch it, bin it, kill it') and maintaining social distancing wherever possible.</p> <p>Students and staff will wash/sanitise their hands frequently, including when they arrive at school, return from breaks, when they change rooms and before and after eating.</p> <p>Students will be divided into six 'bubbles': Y7, Y8, Y9, Y10, Y11 &amp; Sixth Form (Year 12 &amp; 13 joined together). Form rooms will be located together enabling the bubbles to be maintained. There will be staggered start and end times with different entrances and exits being used. There are three separate catering outlets with staggered timings so that only one bubble uses the food serving area at once. Student movement around the site will be limited, where possible students</p>	L

		<p>will be taught in their bubble form rooms and teachers will move to those rooms. Students will move to be taught in specialist rooms (art, DT, PE etc) and for their option subjects (Years 10, 11 and SF) with a one way system in place. There will be a designated outdoor space for each bubble to use at any one time.</p> <p>All staff and students are advised to wear a face covering when in corridors and in communal areas (when not eating/drinking). Students and staff will be made aware of how to put on, remove and store their face covering using the World Health Organisation resource: <a href="https://www.youtube.com/watch?v=9Tv2BVN_WTk">https://www.youtube.com/watch?v=9Tv2BVN_WTk</a></p> <p>All are advised that they must not touch the front of the covering during use or removal and to bring a plastic bag to keep their face covering in when they are not used during the school day. Staff and students will wash/sanitise their hands on arrival, dispose of/store the covering, and wash/sanitise their hands again before going to their classroom. Face coverings should be plain, school will provide staff with a mask and face visor, students are expected to bring their own face covering, but a small supply is available from Heads of Year offices, based in the bubble areas, for those students who cannot provide their own.</p> <p>Teachers will teach different classes and year groups in order to facilitate the delivery of the school timetable. When moving between classes, they will keep their distance from students and other staff as much as they can, ideally keeping 2m from other adults.</p> <p>In lessons, teachers will maintain distance from students staying at the front of the class to maintain a 2m distance wherever possible. If there are circumstances where closer contact is required, staff will avoid face to face contact if possible and minimise the time spent within 1m of anyone.</p> <p>Teaching rooms will be set out with desks facing forwards, with the first row 2m from the front (whiteboards &amp; teachers' desk). Students' desks will be set out as far apart as possible whilst maintaining the usual number of desks in each room.</p> <p>Where possible, windows will be kept open in classrooms. In rooms where it is installed, air conditioning may be used as these are only individual room systems.</p> <p>Staff meetings will take place using Zoom or Microsoft Teams wherever possible. If there are benefits to meeting in person, meetings will take place adhering to social distancing guidance.</p>
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Contaminated surfaces	Students, staff, visitors	Contracting Coronavirus	<p>Internal doors are kept open where possible to reduce the need for people touching surfaces. Rooming of timetable adjusted to limit the movement of students, bubbles kept in their designated areas where possible.</p> <p>Cleaning staff have robust H&amp;S procedures in place for decontamination daily. Appropriate strength COSHH compliant cleaning products are used. Cleaning priority of surfaces and areas to clean every day, e.g. surfaces, door handles, toilets, sinks, bannisters, desks, etc. Site staff and additional cleaning staff will carry out cleans in the toilets / sink surfaces / handles at regular intervals throughout the school day.</p>	L

			<p>Students and staff should bring in and use their own resources (books, stationery) and not share them with others. Staff will be provided with individual packs containing hand sanitiser, cleaning wipes and board markers and eraser for teachers. Students will be provided with a pack of mini whiteboard, pen and eraser.</p> <p>Staff are advised to limit sharing desks and equipment; where this is necessary, staff can use their wipes to clean them before use. If resources are shared they will either be cleaned between uses or left for 72 hours (plastics) or 48 hours (other materials). If laptops/ipads are used they will be wiped down after each use, wipes will be provided and kept with the storage cabinets.</p> <p>The working and social staffroom has been set out to support social distancing and an additional room allocated for staff use at lunchtimes. If staff use shared fridges/ the hot water point/the coffee machine/dishwasher, they should wash/sanitise their hands before and after use. Any school utensils or crockery used should be rinsed and placed in the dishwasher by the individual who used them. The dishwasher will be activated once full by the site team.</p> <p>Staff and parents/carers will be advised that cards should be topped up online whenever possible. For students who need to use cash the top up machine near the canteen will be available for Y7 &amp; 8 students. The top up machine near the Driffold will be available for Y 9, 10, 11 &amp; SF. Each bubble will have an allocated time to use the machine. Students are permitted to use the top up machines at the specified times only and should use hand sanitiser before and after use. The machines will be disinfected by the site team/cleaning staff at the end of each session, business office staff will monitor the collections remotely and empty the machines when necessary using gloves to open the machine and handle the cash.</p> <p>Picnic benches can be used by students if they are within their designated outdoor area.</p>	
Poor personal hygiene	Students, staff, visitors	Contracting Coronavirus	<p>All staff and students are regularly reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing and cleaning their hands immediately afterwards.</p> <p>DFE / Government posters have been placed in all the toilets across the school site. WHO advice followed: paper towels or hand dryers can be used to dry hands.</p> <p>Information will be regularly communicated to parents/carers in the weekly parents' bulletin.</p> <p>Hand sanitiser and tissues are provided in all classrooms. Hand sanitiser is placed at all entrances/exits.</p>	L

			Structured times built into the day for hand washing e.g. on arrival, lunchtime, arrival in a different classroom.	
Running out of supplies of PPE, hand sanitiser, tissues or cleaning products	Students, staff, visitors	Contracting Coronavirus	Stock levels are checked weekly by the site team and orders placed ahead of time to ensure supply is maintained.	
Contractors and other visiting staff to the school  Third party users of the school site	Students, staff, visitors	Contracting Coronavirus	Signage is displayed in the school main entrance giving advice about the virus. Anyone showing symptoms will be required to go home, this includes staff / students / visitors and/or parents/carers. Non-essential visits from contracted staff have been cancelled. Implementation of a queue management system at reception, permitting only one visitor in the foyer at any given time. Allocated times for collections/appointments/deliveries. Hygiene station at front entrance and in foyer, glass screen in between front office and foyer to be closed as much as possible. Lettings have been cancelled.	L
Use of school transport/ public services	Students, staff, visitors	Contracting Coronavirus	Government guidance on discouraging the use of public transport communicated regularly to staff, students, and parents/carers. Reminders to use face coverings if using public transport will be regularly communicated to staff, students and parents/carers. Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in when they are not used during the school day. If they're using disposable face coverings, these will be put in a covered bin. Staff and students will wash/sanitise their hands on arrival, dispose of/store the covering, and wash/sanitise their hands again before going to their classroom. Students and staff will be made aware that they must not touch the front of the covering during use or removal.  Students and staff regularly reminded to practice social distancing on their way to and from school. Students advised on how to reduce the risks of transmission and not to socialise with each other in groups outside of school. Safe travel plan discussed with staff who use public transport, face coverings provided if required by the individual. The School minibus is not currently in use.	L

Educational off site visits	Students, staff	Contracting Coronavirus	All off site visits have been cancelled until further notice.	L
Staff member classed as clinically extremely vulnerable (shielding) or living with someone in the shielding category	Staff	Contracting Coronavirus and being at high risk of severe illness	Any staff member who is in the 'clinically extremely vulnerable' (or living with a family member who has a condition that comes under the 'clinically extremely vulnerable' category) should notify the HR Manager or Deputy Headteacher: Curriculum if they have not already done so. An individual assessment will be undertaken to agree the safest available on-site role where it is possible to maintain social distancing or remote working. These members of staff must be especially careful and diligent about social distancing and hand hygiene.	L
Staff member classed as a 'clinically vulnerable' or living with someone in this category	Staff	Contracting Coronavirus and being at risk of severe illness	Any staff member who is in the 'clinically vulnerable' category (or is living with a family member who has a condition that comes under the 'clinically vulnerable' category) should notify the HR Manager and Deputy Headteacher: Curriculum if they have not already done so. Assessment will be undertaken on an individual basis to agree the safest available on-site role or remote working. These members of staff must be especially careful and diligent about social distancing and hand hygiene.	L
Black, Asian and minority ethnic (BAME) Staff	Staff	Increased risk of Contracting Coronavirus and higher mortality rate	BAMEed Guidance 'Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings' followed. Individual conversation held between the staff member and Deputy Headteacher: Curriculum for teaching staff or Finance & Operations Director for support staff. These will be aided by the HR Manager as required so that a personalised risk mitigation plan can be put in place for each member of staff.	L
Student classed as a 'vulnerable person' with a specific illness	Student	Contracting Coronavirus and their illness worsening	School attendance is mandatory from the beginning of the autumn term. A small number of students may be unable to attend in line with public health advice because they are self-isolating. Shielding advice for all adults and children will pause on 1 <sup>st</sup> August, so students on the shielded patient list can return to school. A member of the pastoral team will liaise with the parents/carers of students who remain under the care of a specialist health professional to discuss their care before returning to school. If a student is unable to attend school as parents/carers are following clinical and/or public health advice, they will be provided with remote education.  If parents/carers of students with significant risk factors are concerned, they should contact the pastoral team to discuss the measures being put in place to reduce the risk in school.	L

Pregnant women in school	Pregnant woman	Contracting Coronavirus	<p>Pregnant women should notify the Deputy Headteacher: Curriculum or HR Manager. Assessment will be undertaken on an individual basis to agree the safest available on-site role or remote working. These members of staff must be especially careful and diligent about social distancing and hand hygiene.</p> <p>All pregnant staff in their third trimester (28 weeks+) will work from home.</p>	L
Fire Emergency	All occupants	Contracting Coronavirus, Injury relating to fire	<p>Fire evacuation procedures are in place. For the assembly points which are shared between bubbles, the year groups will be kept as far apart as possible and students in the different year groups will face away from each other (Y7 &amp; 8 and Y10 &amp; 11). Staff and students reminded about safe evacuation, separation of different bubbles and maintaining social distancing where possible. Maps showing the fire assembly points are displayed around the site, procedures are communicated to staff and students when they first return to school.</p>	L
Lockdown Emergency	All occupants	Contracting Coronavirus, harm caused by threat requiring lockdown	<p>Lockdown procedures are in place, social distancing to be maintained if possible.</p>	L
Lack of First Aiders in school and higher risk of close contact with a person	All occupants	Contracting Coronavirus	<p>The number of staff who are qualified first aiders means there is sufficient cover each day. There is a Covid-19 first aid procedure in place which is shared with all staff and a copy placed with first aid equipment along with PPE.</p>	L
Lack of testing of systems and facilities within the school and its grounds	All occupants	Illness or injury from poorly maintained facilities	<p>Statutory testing plan in place and is up to date. Essential checks such as for fire and legionella have continued. Prior to full opening, the fire alarm call points, bells and emergency lighting have been checked by the Site Team. All toilets, taps (internal and external) and showers were flushed for 5 minutes each week during school closure. The water system was disinfected and cleaned prior to the re-opening of the school.</p>	L
Increased stress and poor mental health	All occupants	Declining mental health	<p>Clear communication from SLT to staff regarding arrangements for the full opening in September 'the bubble term' and plans for remote working if a partial or fully blended learning model is needed following a bubble having to self-isolate or if the School is notified of a local or national lockdown.</p> <p>Clear communication from school to parents/carers and students regarding realistic expectations and promoting wellbeing.</p> <p>Regular surveys for staff, students and parents/carers.</p> <p>'Triangle of support' available for all students.</p> <p>Continued support for staff, including optional individual supervision with an external agency.</p>	L

Manual handling when having to move furniture, equipment and resources	Site Team and other school staff	Upper limb disorders Back injury Strains	All staff have had safe manual handling training. Where possible, staff should maintain social distancing and face masks are available when this is not feasible. Trolleys and other manual aids are available and staff will ensure they are cleaned after each use.	L
(RESIDUAL) RISK RATING			ACTION REQUIRED	
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>			<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.	
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>			You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team	
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>			If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.	
<b>LOW (L) Possibility of minor injury only</b>			No further action required.	