

RISK ASSESSMENT



SERVICE AREA / TEAM	Bassingbourn Village College
ACTIVITY / TASK	Covid-19 Risk Assessment Re-opening September 2021
COMPLETED BY & DATE	Kevin Cornwell 31/08/2021
REVIEW DATE	September 30th 2021

SOCIAL DISTANCING

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Spread of Covid-19 infection throughout the School	Students, Staff from infection of the virus	<ul style="list-style-type: none"> ● Staggered start and mass on site testing procedure in place ● Seating plans in place to aid Track and Trace should the need arise. ● Vulnerable students and staff assessments have been reviewed. ● Gatherings of large numbers of students, for example assemblies will be kept to a minimum and carried out in year groups only. 	Distance seating in the main hall as far as numbers will allow for each year group	Site Team	Ongoing	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Movement around school	Students, Staff from infection of the virus	<ul style="list-style-type: none"> ● One way systems to remain. Staggered supervised movement in place. ● Communication between staff via radios to aid movement around school to avoid mixing of year groups. ● Students and staff will be encouraged to wear masks in communal areas. 	Additional radios to be supplied to ensure all staff have access to one	KC	06/09/21	
Visitor Access	Students, Staff, Visitors, from infection of the virus	<ul style="list-style-type: none"> ● Access controlled via intercom. ● Only one person in reception at any one time. ● All visitors to wear face masks. ● Hand sanitiser in place at entrance. ● All visitors to sign in and out ● All visitors reminded to wear face masks and to sanitise hands ● All visitors reminded of the need to social distance ● Meetings with people outside of the school community to be conducted where possible via Zoom or Microsoft Teams or take place in an outside area 				
Movement to and from school		<ul style="list-style-type: none"> ● Students will be dismissed at the end of the day by curriculum area to reduce numbers moving at any one time ● Students will be encouraged to wear face masks on buses 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ● Students will be encouraged to maintain social distancing on their way to and from school; the school entrances will be supervised at the start and end of the school day. ● Students will congregate in year groups in allocated areas when arriving on site at the beginning of the school day 				
Breaks and lunch times.	Students, Staff from infection of the virus	<ul style="list-style-type: none"> ● Staggered breaks and lunch times in place along with allocated areas for each year group to gather. ● Grab and go in place in dining area. ● Sanitiser in place in dining areas. ● Finger scanners will be sanitised between usages. ● Students encouraged to wear face masks whilst queuing ● All movement during breaks monitored and controlled via radios 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Staffroom	Staff from infection of the virus	<ul style="list-style-type: none"> ● Staff encouraged to use outside spaces for breaks if weather allows. ● Staff reminded of social distancing and to ventilate staff room by opening of windows. ● Surfaces sanitised between usage with spray and paper towel supplied. ● Limited numbers of staff allowed in staffroom at any one time 				
Admin Staff	Admin Staff from infection of the virus	<ul style="list-style-type: none"> ● All offices to be well ventilated. ● If more than one person in an office, desks must be adequately spaced. ● Masks to be worn if close contact is necessary. 				
Attending school with symptoms of Covid 19	Students, Staff, from infection of the virus	<ul style="list-style-type: none"> ● All students and staff are told not to attend if suffering from any covid 19 symptoms and to take a LFT test. If positive get a PCR to confirm. ● Any student on site who shows symptoms of Covid-19 will be isolated 	Ensure students with symptoms are escorted around outer perimeter of school to the AL room.	First aid staff	On Going	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		in AL room and then collected from school ● AL room locked off and cleaning contractor notified for the need of a deep clean				
Equipment usage.	Students, Staff from infection of the virus	●Students encouraged to bring in own basic equipment to reduce risk of spreading infection through sharing. ●Any equipment shared during a lesson, including table surfaces, to be sanitised between use with spray and paper towel supplied.				
<h2 style="color: #4F81BD;">PREMISES</h2>						

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Hygiene / Washrooms / Classrooms		<ul style="list-style-type: none"> ●The school has a suitable supply of soap and access to warm water for washing hands. ●Appropriate controls are in place to ensure the suitable sanitisation of hands following breaks, before meals and following the use of toilets. ●All visitors to site should be requested to sanitise hands on arrival and be wearing a face covering. ●Sanitiser stations established outside reception ●Sanitiser dispensers placed in key locations ●Rooms will be ventilated, windows opened, classroom doors opened whilst room in use, closed when not, so to adhere to fire and safety regulations ●Hand washing after and before using specialist equipment compulsory in rooms where sinks are available. ●Staff to advise Premises manager/caretakers when 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>soap/sanitiser/handtowels start to run low using the 'Every' system</p> <ul style="list-style-type: none"> ● Staff to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in all lessons and around site. 				
Cleaning	Students, Staff, Visitors, from infection of the virus	<ul style="list-style-type: none"> ● All areas deep cleaned for the start of term ● More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift controls, Machinery and equipment controls ● All areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles. ● Telephone equipment and walkie talkies, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ● Increased cleaning of handles and touch plates. External call button in particular. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● If informed that someone has tested positive with covid-19 then any area/room they have accessed will be given a thorough clean. 				
Property Compliance	Staff, students and visitors from infection of the virus	<ul style="list-style-type: none"> ● BVC has ensured high risk statutory compliance checks (fire, water, gas) have been completed and records updated. All other checks to recommence as suppliers return to work. . ● Daily and weekly checks which have been undertaken throughout Covid 19 continue and pre-opening checklist completed. As per guidance set out by the DFE ● Review of building projects, review contractors risk assessments to ensure in context with current government and PHE guidance 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ● Conduct Health & Safety inspections ● Report to the Health & Safety committee and LGB ● Deep Cleans have taken place since Covid 19 and daily sanitising takes place in areas in use ● Statutory inspections to continue by external providers for high risk areas such as Fire, water, gas. Contractors to adhere to COVID 19 guidance, displayed at reception. 				
Contractors	Students, Staff, Visitors from infection of the virus.	<p>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <p>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</p> <p>Essential works must observe social distancing norms, and face masks worn internally.</p> <p>External welfare units in place.</p>				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Fire Safety	Students, Staff, Visitors, from the infection of the virus	<ul style="list-style-type: none"> ● Fire lines changed from tutor groups to year groups, each with their own designated outside area for roll call. ● Amended fire evacuation and emergency policy ● Regular and routine drills to take place (but may be per year group rather than whole school) ● Personal Emergency Evacuation Plans (PEEPs) for staff that work in the school and any students that access the school site ● Ensure all emergency escape routes / doors are fully operational and kept clear. 				
Waste	Students, Staff	<ul style="list-style-type: none"> ● Lidded bins in classrooms ● Covid waste dealt with separately, double bagged and left for 72 hours before collection 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<h2 style="color: #4F81BD;">INFECTION CONTROL</h2>						
First Aid	Staff, Students, from the infection of the virus	<ul style="list-style-type: none"> ● Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. ● Staff or students with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. ● Review of the First Aid policy to include consideration of the risk of infection of covid-19. Reviewed at 6 monthly intervals. ● Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ● Any suspected Covid cases to be escorted via outside route to entrance by main hall and directly into AL room. Any parent collecting a student who is showing symptoms must do so via the exit next to main hall. 				
Personal Protective Equipment	Students, staff, from infection of the virus	<ul style="list-style-type: none"> ● Staff advised to wear face masks in communal areas ● Staff dealing with First aid will have access to PPE kits ● Stock of all required PPE retained on site ● Trust will provide emergency PPE packs should the need arise ● Staff advised to wear their face masks in communal areas and where social distancing is difficult 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Reporting of accidents (Covid-19 incidents)		<ul style="list-style-type: none"> ●The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. ●Schools to ensure confirmed cases reported to Director of Operations and will seek guidance from Health & Safety adviser. 				
<h2 style="color: #4F81BD;">PERSONNEL</h2>						
Lack of staffing	Students,	<ul style="list-style-type: none"> ●Monitor staffing levels that may be affected due to staff members self-isolating 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<h2 style="color: #4F81BD;">BEHAVIOUR</h2>						
Behaviour		<ul style="list-style-type: none"> ● Staff/Student behaviour and cooperation will be the key to implementing all of the controls. ● New COVID student code of conduct will be established and used to help students/staff to adjust to new working routines. ● EFL policy amended for Covid19 concerns. ● Students will have allocated zones for each bubble ● Students will have to sign in and out of the Hive and Library areas. They will have to spray and wipe desks when they leave 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<h2 style="color: #4F81BD;">LEARNING</h2>						
ICT Rooms Science/DT/PE	Students, staff, from infection of the virus	<ul style="list-style-type: none"> ● Seating plans in place for workstations ● Tubs of wipes issued for the sanitation of keyboards, mice, and other peripherals between usage ● Windows and doors to be opened during lessons and closed when not in use to adhere to fire regulations ● Science/DT refer to CLEAPPS guidance <p> http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.pdf </p> <p> http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx </p> <p> PE </p> <p> Refer to CCC guidance provided </p>				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and <i>how?</i>	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Curriculum requirements	Students, Staff, from infection of the virus	If equipment needs to be shared during lessons it will be sanitised using the cleaning materials supplied				

RISK ASSESSMENT

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

RISK ASSESSMENT

Introduction

This risk assessment applies to all schools within Anglian Learning for the Asymptomatic Testing Program that was been announced by the Department for Education (DfE) for commencement in January 2021.

The school-based program will utilise the Lateral Flow Device (LFDs) rapid test. Based upon clinical evidence these tests, when used effectively can help identify people who have high levels of virus but who do not have symptoms and would not otherwise be coming forward for a test. It is therefore hoped that the chain of possible infection can be reduced through this school-based program.

This testing program is only intended for potential asymptomatic pupils and staff. Symptomatic pupils and staff will be required to undertake standard offsite testing options.

The testing program contains the following elements:

- i) **Asymptomatic Mass Testing - Return to onsite learning:** During the first week of term (week commencing 4th January and 2nd of September) secondary schools are asked to set up testing sites and prepare to test as many pupils and staff as possible. The intention is that testing will begin as soon as possible but by the second week of term at the latest, with pupils who are children of critical workers, those defined as vulnerable and those who are in examination years being prioritised for early testing. Schools that have made the required preparations, as identified within the DfE/NHS guidance documentation and this risk assessment, may commence testing from the week commencing 4th January and September 2nd 2021.
Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic pupils and staff to reduce the level of potential infection within schools at the point at which there is a return to onsite learning at the start of the Spring term in line with the dates advised by the DfE.
- ii) **Asymptomatic Weekly Routine Testing - Staff:** After the initial mass testing, all secondary school staff will be able to have routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools and support teaching. It is proposed school MUST issue all staff who wish to with a test to take home on a Thursday evening starting on 7 January (and again on Wednesday 2nd September 2021), and thereafter weekly, together with instructions on how to undertake the test. (Part time staff not in on a Thursday should take a test kit home with them on the previous day). Central staff should access a test kit from the school that is their nominal base.
- iii) **Asymptomatic Close Contact Serial Testing - Pupils and Staff:** After the initial mass testing all secondary school pupils and staff will be able to have 'serial testing' if they are a close contact of a positive case. This will allow them to stay in education by taking a daily test first thing in the morning for 7 school days and only be required to self-isolate if they test positive.

An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.

Any pupil or member of staff who tests positive on the lateral flow test will need to leave school, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). A follow-up test may be booked via www.gov.uk/get-coronavirus-test or by calling 119. Individuals will

RISK ASSESSMENT

be advised that if ordering a PCR test themselves, to visit a drive-through test site if possible, as it is faster than requesting a home test. During the time while they wait for the PCR result, they will need to self-isolate. If the PCR test is positive, they will need to self-isolate for ten days from the point of the positive PCR test. If the PCR test is negative, they may return to onsite learning within school. Whilst waiting for the results.

The risks and required control measures have been identified at Trust Level using DfE and NHS guidance. The Trust has considered both civil and criminal liability and our testing system has also been advised to our Public Liability Insurers. Schools are required to:

- i) Identify any additional school-specific controls that may be required for operation; and
- ii) Confirm all identified required control measures are in place