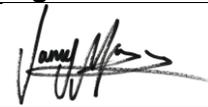


Activity	Coronavirus – September 2021			
Establishment	Sutton Coldfield Grammar School for Girls			
	Name	Position	Signature	Date
Risk Assessor	James Morgan	Facilities and Compliance Manager		3.9.2021
Manager	Barbara Minards	Headteacher		3.9.2021

This risk assessments builds on the learning to date and the practices developed since March 2020. It includes the control measures specified in ‘Schools COVID-19 operational guidance’ DfE, August 2021.

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
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’).</p> <p>Staff and students will be supplied with LFD test kits to test themselves twice a week at home, following the instructions provided. Results should be reported to NHS Test and Trace, online or by phone, as soon as possible after the test is completed. Positive test results should also be reported to school using the form on the website.</p> <p>Any Staff and students who are unable or unwilling to test themselves at home will be able to continue to be tested at school.</p> <p>Staff or students with a positive LFD test result will need to self-isolate whilst they arrange for a PCR test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it</p>	L

		<p>overrides the self-test LFD test and the individual can return to school, as long as they don't have COVID-19 symptoms. As of 19.7.2021 the NHS will track and trace, School will no longer be responsible for identifying close contacts. School will keep a log of the positive cases and will seek public health advice if either of the following thresholds are met:</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>Following advice from Public Health, an outbreak management plan will be put in place. This will be based on the 'bubble year arrangements' from 2020-2021.</p> <p>We recommend that masks should be worn in corridors at busy times by students and staff. Individuals who are unable to wear a face covering will be provided with a sunflower badge to wear if the wish. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</p> <p>Students and staff will be made aware of how to put on, remove and store their face covering using the World Health Organisation resource: https://www.youtube.com/watch?v=9Tv2BVN_WTk</p> <p>(*) All are advised that they must not touch the front of the covering during use or removal and to bring a sealable plastic bag to keep their face covering in when they are not used during the school day. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. All are advised to bring a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Staff and students will wash/sanitise their hands on arrival and any time before and after they remove/store the covering. 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 the main office and Heads of Year offices for those students who cannot provide their own.</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>
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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.</p> <p>Cleaning staff have robust health and safety 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>There are wipes available on desks, staff can use wipes to clean desks and computer equipment before use. Wipes will be provided and kept with the storage cabinets for laptops/ipads so that they can be wiped down after each use.</p> <p>The working and social staffroom have been set out to reduce crowding and additional rooms allocated for staff use at lunchtimes. If staff use shared fridges/ the hot water point/the coffee machine/dishwasher/microwaves, 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 by the catering staff.</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> <p>Structured times built into the day for hand washing e.g. on arrival, lunchtime, arrival in a different classroom.</p>	L
Running out of supplies of PPE, hand sanitiser, tissues or cleaning products	Students, staff, visitors	Contracting Coronavirus	<p>Stock levels are checked weekly by the site team and orders placed ahead of time to ensure supply is maintained.</p>	L
Contractors and other visiting staff to the school Third party users of the school site	Students, staff, visitors	Contracting Coronavirus	<p>Signage is displayed in the school main entrance giving advice about the virus.</p> <p>Anyone showing symptoms will be required to go home, this includes staff / students / visitors and/or parents/carers.</p> <p>Non-essential visits from contracted staff remain limited. Track and Trace information is collected as part of the sign in process, visitors are also asked to confirm that they do not have any symptoms before they conduct their visit.</p> <p>There is a hygiene station at front entrance, the glass screen in between front office and foyer to be closed as much as possible.</p> <p>Lettings have been resumed and the School's lettings partner, Vivify, will follow the working practices outlined in their risk assessment.</p>	L

Use of school transport/ public services	Students, staff, visitors	Contracting Coronavirus	Reminders to use face coverings if using public transport will be regularly communicated to staff, students and parents/carers. Safe travel plan discussed with staff who use public transport, face coverings provided if required by the individual. Face coverings are required if staff/students are travelling in the School minibus.	L
Educational off site visits	Students, staff	Contracting Coronavirus	Additional risk assessments will be conducted as part of the planning of all off site visits.	L
Staff member classed as clinically extremely vulnerable (CEV) or clinically vulnerable (CV)	Staff	Contracting Coronavirus and being at high risk of severe illness	Any staff member who is in the 'clinically extremely vulnerable' (CEV) or 'clinically vulnerable' (CV) category should notify the HR Manager or Deputy Headteacher: Curriculum if they have not already done so. Assessments will be undertaken on an individual basis to agree if any adjustments need to be made.	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 for all students of compulsory school age. Parents/carers of students with significant risk factors who are concerned, 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	Pregnant women should notify the Deputy Headteacher: Curriculum or HR Manager. Assessments will be undertaken on an individual basis to agree if any adjustments need to be made. The same principles will be followed for pregnant students.	L
Fire Emergency	All occupants	Contracting Coronavirus, Injury relating to fire	Fire evacuation procedures are in place. Maps showing the fire assembly points are displayed around the site, procedures are communicated to staff and students when they first return to school.	L
Lockdown Emergency	All occupants	Contracting Coronavirus, harm caused by threat requiring lockdown	Lockdown procedures are in place.	L

Lack of First Aiders in school and higher risk of close contact with a person	All occupants	Contracting Coronavirus	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.	L
Increased stress and poor mental health	All occupants	Declining mental health	Clear communication from SLT to staff regarding current Covid-19 arrangements, plans for remote working (if a partial or fully blended learning model is needed) and outbreak management plan in place any other changes required. Clear communication from school to parents/carers and students regarding realistic expectations and promoting wellbeing. Regular surveys for staff, students and parents/carers. 'Triangle of support' available for all students. Continued support for staff, including optional individual supervision with an external agency.	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. Trolleys and other manual aids are available and staff will ensure they are cleaned after each use.	L

(RESIDUAL) RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	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.
LOW (L) Possibility of minor injury only	No further action required.