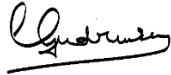



Activity	Coronavirus – Supervision for vulnerable students & children of key workers			
Establishment	Sutton Coldfield Grammar School for Girls			
	Name	Position	Signature	Date
Risk Assessor	Carolyn Gudmunsen	Deputy Business Manager		6.1.2021
Manager	Barbara Minards	Headteacher		6.1.2021

This is a revision of the risk assessment put in place for the full re-opening of the school in September, enabling us to safely welcome a limited number of staff and students into school during the third national lockdown. It builds on the learning to date and the practices developed to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

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') 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 and before and after eating.</p> <p>Staff rota in place to minimise the number of people on site at any one time.</p> <p>Supervised students (SS) and staff enter and exit the building via different doors. SS will wait in the hub, socially distanced from others as they arrive. They will be supervised and registered in the library and each student will remain at their allocated desk, with their own laptop for the</p>	L

		<p>majority of the day. SS will bring a packed lunch, a water bottle and their own stationery and learning resources. Student movement around the site is limited and supervised. SS will use designated toilets in the E block and opposite the library, staff will ensure that only one student will visit the toilets at any one time.</p> <p>All staff and students should wear a face covering when in corridors and in communal areas (when not eating/drinking). Individuals who are unable to wear a face covering will be provided with a sunflower badge to wear so they will not be challenged by staff. 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 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 designated work space. 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 for those who cannot provide their own.</p> <p>All students will be taught remotely via Microsoft Teams. Supervised students will participate in the same remote lessons via a laptop (provided by school) solely for their use. Staff in school in a supervisory capacity will maintain social distancing from students and other staff wherever possible.</p> <p>Where possible, windows will be kept open to increase ventilation and reduce the risk of contamination. 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> <p>Assemblies are recorded or live streamed to all students remotely.</p> <p>Where staff/students have symptoms, they should not attend and inform school as soon as possible by email or telephone. They should self-isolate, arrange a Covid-19 test and inform school if it is positive. Full details are in the procedures found on the school website 'COVID-19 Information and Procedures'. Regular reminders of this will be shared with staff and students and</p>
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			<p>parents reminded via the weekly bulletin. If a student or member of staff tests positive there will be additional cleaning of all identified areas the individual was in during the previous 72 hours.</p> <p>Staff will be provided with the correct PPE when dealing with first aid issues. Extra PPE will be available for staff and students if they wish to wear it. Where PPE is used it is not to be reused by anyone else and the safe removal of masks procedure will be shared (see *).</p>	
Contaminated surfaces	Students, staff, visitors	Contracting Coronavirus	<p>Internal doors are kept open where possible to reduce the need for people touching surfaces. Supervised students are kept in their designated area where possible.</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> <p>Students and staff should bring in and use their own resources (books, stationery) and not share them with others. Surface wipes, computer wipes and hand sanitiser are readily available in all areas of school.</p> <p>The working and social staffroom have been set out to support social distancing. 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 by the site staff.</p>	L
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 is 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. Hand sanitiser and tissues are provided in all classrooms and the library. 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 room.</p>	L

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.	L
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. 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. A queue management system is in place at reception, permitting only one visitor in the foyer at any given time. There is a 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 allocated work room. 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 are 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. A safe travel plan is discussed with staff who use public transport and 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	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.	L

		high risk of severe illness	These members of staff will be excluded from the staff rota for supervising students and will continue to work remotely.	
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.	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
Pregnant women in school	Pregnant woman	Contracting Coronavirus	Pregnant women should notify the Deputy Headteacher: Curriculum or HR Manager. All pregnant staff in their third trimester (28 weeks+) will not be included in the staff rota for supervision and will be expected to work from home.	L
Fire Emergency	All occupants	Contracting Coronavirus, Injury relating to fire	Fire evacuation procedures are in place. If there is an emergency evacuation, the member of staff supervising will lead the students out to the assembly area at the front of the school whilst maintaining social distancing. A roll call when then take place to account for all staff and students.	L
Lockdown Emergency	All occupants	Contracting Coronavirus, harm caused by threat requiring lockdown	Lockdown procedures are in place, social distancing to be maintained if possible.	L
Lack of First Aiders in school and higher risk of close contact with a person	All occupants	Contracting Coronavirus	The staffing rota includes a qualified first aider each day, they will be based in the main school office. 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
Lack of testing of systems and facilities within the school and its grounds	All occupants	Illness or injury from poorly maintained facilities	Statutory testing plan in place and is up to date. Essential checks such as for fire and legionella have continued. The fire alarm call points, bells and emergency lighting are checked by the Site Team. All toilets, taps (internal and external) and showers are flushed for 5 minutes each week as some areas in school will not currently be in use.	L

Increased stress and poor mental health	All occupants	Declining mental health	Clear communication from SLT to staff regarding arrangements for the staffing rota and plans for remote working. Clear communication from school to parents/carers and students regarding realistic expectations of remote learning 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. 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
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.