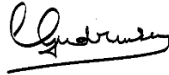



Activity	Coronavirus – May 2021			
Establishment	Sutton Coldfield Grammar School for Girls			
	Name	Position	Signature	Date
Risk Assessor	Carolyn Gudmunsen	Deputy Business Manager		14.5.2021
Manager	Barbara Minards	Headteacher		14.5.2021

This is a revision of the risk assessment put in place from 1st September 2020, when we fully re-opened the school after the first national lockdown. It builds on the learning to date and the practices already developed to consider the additional risks and control measures. It includes the ‘system of controls’ specified in ‘Schools Coronavirus (COVID-19) operational guidance’ DfE, February 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’) and maintaining social distancing wherever possible.</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. Test results should also be reported to school using the form on the website. Staff or students with a positive LFD test result will need to self-isolate. They will also need to arrange a lab-based ‘polymerase chain reaction’ (PCR) test to confirm the result if the test was done at home.</p>	L

		<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>All staff and students should wear a face covering when in corridors. Staff should wear a face covering whilst in communal areas (when not eating/drinking) unless social distancing can be maintained. Face coverings do not need to be worn by staff or students when outdoors on the school site. 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. 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. Face visors or shields should not be worn as an alternative to face coverings.</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, based in the bubble areas, 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> <p>Students are divided into six 'bubbles': Y7, Y8, Y9, Y10, Y11 & Sixth Form (Year 12 & 13 joined together). Form rooms are located together enabling the bubbles to be maintained. There are staggered 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 is limited, where possible students 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</p>
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		<p>way system in place. There will be a designated outdoor space for each bubble to use at any one time.</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 others where possible.</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 are set out with desks facing forwards, with the first row 2m from the front (whiteboards & 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> <p>Assemblies are recorded or live streamed into classrooms, instead of students moving to the hall or sports hall.</p> <p>The school's catering partner follows the working practices outlined in their risk assessment.</p> <p>There is increased supervision of students on arrival and departure, at break and lunchtimes and required movement times between lessons.</p> <p>There is a designated toilet block for each of the Year 7, 8, 9,10 and 11 bubbles, the sixth form have access to toilets in the sports hall changing room, dance studio, opposite the library and on the ground floor of the E-block. Staff will limit the number of students going to the toilet at any one time.</p>	
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			<p>Where staff/students have symptoms or a positive LFD test, they should not attend (or go home as soon as possible, not using public transport if the test was taken in school) and inform school as soon as possible by email or telephone. They should self-isolate, arrange a PCR test and inform school if it is positive. Full details are in the procedure 'if someone in school displays symptoms of coronavirus' which is kept in Covid-19, staff shared area. Regular reminders of this will be shared with staff and students and in the parents' 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. Rooming of timetable adjusted to limit the movement of students, bubbles kept in their designated areas 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. Staff have been provided with individual packs containing hand sanitiser, cleaning wipes and board markers and eraser for teachers. Students have been provided with a pack of a 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.</p> <p>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 have been set out to support social distancing and additional rooms allocated for staff use at lunchtimes. If staff use shared fridges/ the hot water point/the</p>	L

			<p>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> <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 & 8 students. The top up machine near the Driffold will be available for Y 9, 10, 11 & SF. Students should use hand sanitiser before and after use, the machines will be cleaned regularly throughout the school day. Catering 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> <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 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.</p> <p>Implementation of a queue management system at reception, permitting only one visitor in the foyer at any given time.</p> <p>Hygiene station at front entrance and in foyer, glass screen in between front office and foyer to be closed as much as possible.</p> <p>Lettings have been cancelled.</p>	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. 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 (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 pupils from 8 th March. 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 be followed, 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	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. All pregnant staff in their third trimester (28 weeks+) will be expected to work from home. 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. 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 & 8 and Y10 & 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.	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 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
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. 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 whilst the school was not fully open.	L
Increased stress and poor mental health	All occupants	Declining mental health	Clear communication from SLT to staff regarding 'the bubble terms' arrangements, 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) and any other charges 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. 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.