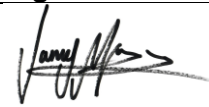



Activity	Coronavirus – April 2022			
Establishment	Sutton Coldfield Grammar School for Girls			
	Name	Position	Signature	Date
Risk Assessor	James Morgan	Facilities and Compliance Manager		01.04.2022
Manager	Barbara Minards	Headteacher		01.04.2022

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 regular 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>From 01.04.2022 adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school when they no longer have a high temperature, and they are well enough to attend.</p> <p>Adults with a positive Covid-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.</p>	L

		<p>If staff or students live with, or have stayed overnight in the household of, someone who has Covid-19, they are advised to: minimise contact with the person who has Covid-19, avoid contact with anyone who is at higher risk of becoming severely unwell if they are infected with Covid-19, especially those with a severely weakened immune system, limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces, wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces. Students who live with someone who has Covid-19 should continue to attend school setting as normal.</p> <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. However, individuals may choose to wear a face covering if they wish to do so. 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>Students and staff will be advised to wash/sanitise their hands frequently, including when they arrive at school, return from breaks, when they change rooms, before and after eating and any time before and after they remove/store their face covering.</p> <p>There is a one-way system in place.</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>The school's catering partner follows the working practices outlined in their risk assessment.</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. 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>	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. Hand sanitiser is placed at all entrances/exits.</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	Students, staff, visitors	Contracting Coronavirus	<p>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.</p>	L

Third party users of the school site			Non-essential visits from contracted staff remain limited. Visitors are also asked to confirm that they do not have any symptoms before they conduct their visit. There is a hygiene station at front entrance, the glass screen in between front office and foyer to be closed as much as possible. Lettings have been resumed and the School's lettings partner will follow the working practices outlined in their risk assessment.	
Use of school transport/ public services	Students, staff, visitors	Contracting Coronavirus	There is no longer a legal requirement to wear a face covering on school or public transport. The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.	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,	Lockdown procedures are in place.	L

		harm caused by threat requiring lockdown		
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.	