



Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: Covid-19 - Re-opening of Schools
Work Area or Activity: Reopening of Frome College - September 2020
Competent Person: Erica Pagan
Assisted by: Emma Reynolds
Groups Affected: all on site
Notes:

This is a review of an assessment carried out on 15/09/2020
 It was marked as 'nothing had changed' by Erica Pagan on 16/09/2020
 15/09/2020

Assessed on:	15/09/2020	Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:			
What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	Business Manager and Senior Caretaker have completed re-opening checklist	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice before reopening schools (https://tinyurl.com/yaxo63f6)	Students will be encouraged to walk or cycle to school. Additional bike storage has been arranged. Dedicated school transport arranged by Somerset County and Public transport - Students are expected to follow guidance and wear face coverings whilst on transport.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	Staggered start times with students entering site by separate entry points. Depending on year group, students will use for main car park near Leisure Centre or top car park off Bath Road. Finish times will be staggered with students being escorted from site.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do you have adequate First Aid provision in the school?	First Aiders on duty each day and first aid stations situated around College site to deal with individual year groups	Yes	Severity:2 Likelihood:2 Risk Rating:4
Will there be vulnerable children who require medicines that need to be administered by way of agreement with the parent/guardian?	Students self administer medication observed by First Aider having received written authorisation from parents/guardian.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians to follow current guidance provided by NHS/Public Health?	Designated isolation room to be used to isolate people with suspected symptoms. Full PPE available to first aider on duty.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Are parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms relating to Covid-19?	College website will display message informing parents/guardian not to send students with symptoms into school. Same message communicated via bulletin, newsletters and social media. Students are reminded regularly via TV screens situated around site.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If hand sanitizer is used there is a risk of bottles being stolen.	Staggered break and lunch times will enable staff to take breaks and wash their hands. Purpose built sanitisation stations will be located at to school and entrances to blocks. Sanitiser dispensers are fixed to the wall in various locations.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are there posters/notices around the school to encourage and remind everyone to good hygiene?	NHS posters will be displayed across site to remind everyone of good hygiene. The message will also appear on the TV screens.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?	Sufficient stock in school currently with regular ordering to replenish stock.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.	Staggered breaks and lunch times. Students to line up outside of blocks following social distancing markers and escorted to class by Teacher. Excess furniture removed from classrooms.	Yes	Severity:1 Likelihood:1 Risk Rating:1
If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required?	Teaching Assistants will work with a limited number of students at one time in the SEN hub. Resources and plans will be distributed by SENCo.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you designed the layout of the classroom to maximise social distancing?	Desks will be placed in lines facing the front of the classroom. Teachers will maintain a distance of 2m at the front of the classroom. Where not possible, other preventative measures will be put in place.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remained closed)?	Windows will be kept open to aid ventilation.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you considered learning outdoors?	Learning outdoors is encouraged where possible	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you a system in place for cleaning learning/play equipment in between different groups of children using the resources?	Resources will be kept to a minimum. Where used resources will be cleaned or isolated for the required time period as advised in the Government guidance	Yes	Severity:1 Likelihood:1 Risk Rating:1
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Students have been asked to provide their own stationery where possible.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	Limited use of text books. Students will write on paper rather than exercise books. Use of computer rooms will be limited.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the classrooms, toilet breaks, staggered playtimes/lunchtimes, corridor dividers?	One way system will operate around site where possible. Staggered breaks and lunch times will control amount of students moving around site at one time. Teachers encouraged to release students during lessons to access toilet to minimise use at other periods.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	SEND students will start school a day earlier than the other students in order to learn and understand new processes.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you considered catering and lunchtime provision arrangements?	Catering provision will be supplied in various locations across site at different periods to avoid students gathering in the main hall. Students from the same year group will be advised which facility to use. All zones have Marquees providing a covered area for break and lunchtimes.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Has consideration been made about whether to close some parts of the school to reduce the spread of the virus on surfaces?	Students and staff will be advised to wipe their workstation or desk at the start of each lesson.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas etc?	Cleaning teams will clean regularly and a cleaning log will be kept.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	Sanitisation stations are installed on entry into each block. Spray and paper towels are in all classrooms and staff and students are advised to wipe their desks on arrival.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you made arrangements with cleaning providers for additional cleaning?	Regular cleaning will take place in the morning and afternoon. Additional cleaning of toilets during the day is in place.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Do you ensure there is enough staff to manage the number of young people that are using the school?	All teaching and support staff will undertake duties and supervise students. Cover will be in place for teacher absences as per usual procedures.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: https://www.gov.uk/coronavirus/education-and-childcare	The school is following the current guidance and will review new guidance as released.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	Virtual teaching will continue for some students and in the event of a school closure this will be applicable for all students.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you reviewed your PEEPs for children needing extra assistance during emergencies?	SENCo in process of reviewing all plans.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Where first aid is required do you ensure that people not involved in the incident remain more than 2 metres away from the scene?	First aider will keep the incident as isolated as possible from other people. Students will report to specific first aid stations to access first aid.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Where first aid is required do you have and ensure that staff with responsibilities to administer First Aid to suspected Covid-19 individuals wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/fluid-resistant mask/safety glasses)	In the case of suspected COVID 19 symptoms, the First Aider attending will be expected to wear full PPE.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Where first aid is required, do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?	First Aiders will be advised to wear full PPE if the emergency requires treatment where the 2m social distancing cannot be maintained.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it's deemed to be absolutely necessary?	First Aiders will be advised to follow the guidance and perform chest compressions only.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids?	The guidance will be followed to dispose of the waste safely and securely.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Erica Pagan

Signed

Dated

Co-ordinator

Signed

Dated

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