



Ilford County High School

Risk Assessment Form

Corporate Health, Safety and Welfare Management System

Description of the task/activity:	Covid-19 School based teaching / administration and sanitation tasks. Remote teaching / administration tasks for those temporarily working off site. -If required	Location:	Fremantle Road. Barkingside, IG6 2JB
Name of person(s) completing assessment:	Jane Sheldrake	Job title(s):	School Business Manager
Local reference no:		Risk Register No:	
Date of this assessment:	13th August 2021 Updated Friday 17th	Date of signing:	
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	Mrs R Drysdale

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No) If yes capture on attached action plan
Being infected by the Coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Contractors <p>Risk from environmental exposure, exposure to persons,</p>		<p>School will open at 8.15 and students should enter building from 8.40. School will end at 3.15 for all students</p> <p>Student can enter via Fremantle or Mossford Gate</p> <p>One-way system will remain for students</p> <p>Staff should follow the one-way systems when students are changing over lessons</p>		



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			<p><u>Face coverings:</u></p> <p>Face covering should be worn by staff and students in communal areas i.e. corridors, assemblies' meetings. Student and staff can wear face covering in lesson if they wish to do</p> <p>If the school receives several confirmed cases within 14 days, this will be escalated to the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>Outbreak management plan Appendix 1</p> <p>Updated – Due to outbreak in Year 7 PHE advises mask in classrooms for 2 weeks. Staff updated via email and briefing letter sent home to parents</p> <p><u>Hand hygiene</u></p> <p>Students will sanitise on entry and exit to school</p> <p>Students will be reminded of frequent and thorough hand cleaning Pupil will be encouraged to continue to ensure that they clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>		
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			<p><u>Classrooms:</u></p> <p>All pupils will sanitise on entry and exit to classrooms. Sanitiser will be placed in each classroom and students will be asked to sanitise on way in to room and before they leave to help reduce the risk of spreading</p> <p>Each classroom will have a hand sanitiser station including:</p> <p>2 x bottle of sanitise</p> <p>Tissues</p> <p>3 x Sick bags</p> <p>An appropriate wastepaper bin to be present in all rooms that are in use at the school. The 'Catch It Bin It 'message will be promoted in all classrooms. Bins to be emptied daily.</p> <p>Students should be encouraged to sanitise after sneezing or coughing.</p> <p><u>Use of personal protective equipment (PPE):</u></p> <p>Most staff in schools will not require PPE beyond what they would - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask</p>		
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			<p>should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p><u>Ventilation:</u></p> <p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) Site team will open a window in each classroom at the start of the day. Colleagues working in offices will open their own windows</p> <p>Mechanical ventilation will be used where there are no windows i.e. PE1</p> <p><u>Meetings</u></p> <p>Meeting can now resume but they must be held in a ventilated room and participations should were a mask.</p> <p>Spare Mask will be available in the meeting rooms</p>		
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			<p><u>Staff Room</u></p> <ul style="list-style-type: none">• If using the photocopier, please sanitiser before using.• Only one person should be in the kitchen at any one time. Microwaves and Toasters should not be used as these are shared items• If using the water fountain, please sanitise before and after.• Staff should to bring in their own mugs/plates/cutlery etc and bring these home with them.• Pack lunches in fridges must be a named sealed container.• Individual Tea/coffee/Milk will be available, but staff may wish to bring their own. <p><u>Reprographics:</u></p> <ul style="list-style-type: none">• Please email your reprographics requests if possible to reprographics@ichs.org.uk• A tray has been placed in the staff room to leave hard copy requests.• Reprographics request will be placed in staff room for collection and an email will be sent to staff when request have been actioned. <p><u>Reception:</u></p> <ul style="list-style-type: none">• Visitors will be asked the following questions<ul style="list-style-type: none">➢ Have you had a high temperature in the last 10 days		
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			<ul style="list-style-type: none"> ➤ A new, continuous cough/ coughing episode in 24 hours (if you usually have a cough, it may be worse than usual); ➤ loss or change to your sense of smell or taste. <p>If any visitors answer yes, then they will be asked to leave site and rearrange their visit.</p> <ul style="list-style-type: none"> • QR code can be scanned for Test and Trace app • Visitors will be asked to use the hand sanitiser. • We will follow the test and trace GDPR guidelines <p><u>Clinically extremely vulnerable workers</u></p> <p>During the pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded). These workers are at increased risk of severe illness from coronavirus. Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p><u>Clinically extremely Venerable children</u></p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under</p>		
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			<p>paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p><u>Testing, self-isolation and managing confirmed cases of COVID-19.</u></p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. The bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education,</p>		
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			<p>childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>999 will be called if they are seriously ill or injured or if their life is at risk</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p><u>Asymptomatic testing</u></p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p>		
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			<p>A small asymptomatic testing site (ATS) will remain on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p><u>Confirmatory PCR tests</u> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p><u>Cleaning</u> Daytime cleaning will continue, especially in communal areas e.g. toilets, touch points Daily cleaning of the rooms being used will have all surfaces and objects bacterially cleaned using Steri7 in rooms. Telephones and computer keyboards wiped with bacterial cleaner daily if in use. Whole school has been deep cleaned over the summer holidays.</p> <p>A daily cleaning log will be completed to ensure a clearer more visual quality control of the cleaning regime.</p>		
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			If a person with Covid-19 symptoms comes into school, a deep clean will take place in the areas that the person has been.		
	<p>Staff with sanitation duties Cleaning staff and Site Team</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>Staff should always wear PPE (Gloves, apron and face masks) and use wipes, etc</p> <p>Daily cleaning of the rooms being used will have all surfaces and objects bacterially cleaned using Steri7 in rooms. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>The minimum PPE should be worn when cleaning an area where a person with possible or confirmed coronavirus has been following the cleaning in non-health care settings guidance.</p> <p>Where contractors maybe visiting school premises such operations will be assessed in advance by the headteacher or a member of the Senior Leadership Team to determine whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated for each such operation.</p>		<p><i>Needed for environmental exposure:</i> Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p>
School closed due to outbreak	Working from home/remote learning		<u>Working from home</u>		



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	<p>Upper limb disorders, tired eyes, headaches, stress</p> <p>Stress due to a feeling of isolation</p> <p>Counselling for Staff</p> <p>Remote Learning</p>		<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p> <p><u>Remote learning:</u></p> <p>The school has an up to date remote learning policy. It outlines our contingency plans for remote learning, should students need to access this due to needing to self-isolate. It distinguishes between Partial self-isolation (for example if individuals and small groups of students need to self-isolate) and Full self- isolation - which would be triggered in the event of a partial or full closure. Both of these plans are underpinned by our core belief that we need to ensure that our students have full access to the curriculum, their learning and their right to progress. Our key principle is to ensure as smooth a transition back into school as possible after an episode of self-isolation or school closure has taken place. The aim is for students to have followed the same curriculum as their in-school peers or as they would have done if the school was to be fully open. This blend</p>		
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			<p>between face-to-face and remote education will ensure that no child falls behind and will alleviate pressure on teachers in instances of pupil mobility.</p> <p>We recognise the sacrifice students make when self-isolating in order to protect members of the community, therefore we have a duty of care to minimise the impact of this on their learning.</p> <p>Remote education: overarching principles:</p> <ul style="list-style-type: none"> ▪ Curricular alignment: remote learning will continue to follow the same sequence of lessons as the current curriculum Schemes of Learning. ▪ High quality resources shared via ClassCharts that mirror those used in face-to-face teaching where applicable and appropriate, are easily accessible and break learning down into small steps (avoiding long- term project type tasks). This includes the use of videos, recorded lessons and nationally produced resources such as the Oak Academy resources. ▪ Feedback and assessment of learning should remain regular, in line with normal curriculum expectations. ▪ Stretch and Challenge of all students needs to be written into any work provided for students. The high expectations we have in face-to-face lessons must also apply to remote learning so that students continue make positive progress. ▪ As a minimum, all students should have verbal contact at least once a week with a subject specialist and receive verbal feedback on their progress when self-isolating. Verbal contact includes a voiceover on a PowerPoint. ▪ Students should also have verbal contact with their form tutor at least once a week, this may be on an individual basis or together with their form class. 		
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<p><u>Psychological / Staff Wellbeing</u></p>	<p><i>All staff- Workload Impacts</i> of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>Continue with regular information sharing and communication</p> <p>Staff briefings – Monday 8.35 on Teams/ Thursday 8.35 sports hall</p> <p>Staff counselling service in place. https://educationmutual.co.uk/request-help.html (staff to complete a self-referral)</p> <p>We subscribe to a free, confidential counselling service, available 24/7, for all our employees.</p> <p>Any time, any day, you have free, confidential access to professional advice and support. The service is run through the London Borough of Redbridge, by Wellbeing Solutions Management (WSM), a partner of Medigold Occupational Health. To access this service you can call the Freephone number 0800 328 1437 In addition to calling the Helpline number employees can access the EAP website at www.employeeassistance.org.uk. The access code for the online site, which is not case sensitive, is: Redbridge</p> <p>Continue with Staff Pulse</p>		
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	Briefing of staff		<p>Risk assessment must be communicated to all staff on 1st day of term. It should be read and understood by all staff with a record kept as evidence to demonstrate this sharing of knowledge was conducted.</p> <p>Copy of risk assessment to be displayed on Health and Safety Noticeboard and emailed to all staff</p> <p>Staff should have refresher Safeguarding training on returning to school in September</p> <p>Staff will receive regular updates through briefings on Monday and Thursday and 2 weekly bulletins</p> <p>The Schools risk assessment procedures are open to constant review and if staff identify the need for additional control measures or a lack of compliance with existing measures in relation to their work / school function they must bring this to the attention of the SBM:</p>		
Staff	Pregnancy		<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the advice which applies to all staff in schools.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>		



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			<p>Women less than 28 weeks with no underlying health conditions are at no greater risk from Coronavirus and should following the schools RA. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>		
Insufficient level of staffing	Staff/ Pupils Workload Impacts of the developing pandemic and organisations response		SLT to monitor daily staffing levels and the impact of staff absences		
	Transport		<p>Everyone will be encouraged to walk, cycle or use private transport to school, and advised to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they will be referred to the following advice: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>		HT to provide communication to parents/Carers on revised school day.



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			They will also be advised to follow the Government's guidance/requirement to wear a face covering. Such coverings must be retained by the person arriving at School in a suitable plastic bag. Or placed in the bins placed at the entrances.		
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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied



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Note:

Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)

Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))

Appendix 1

COVID-19 OUTBREAKS ~ FRAMEWORK FOR TIGHTENING OF RESTRICTIONS IN REDBRIDGE SCHOOLS-September 2021

For issues which the Contingency Framework says should be covered in a school's Outbreak Management Plan we have included some recommended actions.

Topic	Current individual school arrangements summarised	Additional measures to be taken in the event of rapid rise in cases in school / local area <i>Recommended measures where Contingency Framework is triggered by LBR Director of Public Health or by DfE Ministers</i>
Testing NB – Testing requires to be covered in Setting Outbreak Management Plan	Testing encourages at home by twice weekly reminders	<i>[If on-site testing is to be re-introduced in secondary schools this will be done in full consultation]</i>



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Topic	Current individual school arrangements summarised	Additional measures to be taken in the event of rapid rise in cases in school / local area <i>Recommended measures where Contingency Framework is triggered by LBR Director of Public Health or by DfE Ministers</i>
	Testing in school-Supplies to retest are on site operation can be set up in a classroom (G13-G15) or Hall	<i>Secondary: plan for re-introduction of on-site testing</i>
Face coverings – requires to be covered in Setting Outbreak Management Plan	Mask still compulsory at school	<i>[LBR will provide standard comm’s messaging in the event of face coverings being required]</i> <i>Issue communications to parents/carers and explain rules to pupils</i>
CEV staff NB – Shielding requires to be covered in Setting Outbreak Management Plan	3 staff identified as CEV all can work remotely	<i>[Note that shielding can only be re-introduced by national government].</i> <i>Enable CEV staff to work remotely (if this can be accommodated without impacting detrimentally on pupils’ learning)</i>
Staff who are pregnant 28+ weeks NB – Shielding requires to be covered in Setting Outbreak Management Plan	Currently NA	<i>Enable staff who are 28+ weeks pregnant to work remotely (if this can be accommodated without impacting detrimentally on pupils’ learning)</i>



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Topic	Current individual school arrangements summarised	Additional measures to be taken in the event of rapid rise in cases in school / local area <i>Recommended measures where Contingency Framework is triggered by LBR Director of Public Health or by DfE Ministers</i>
Residential educational visits NB – Residential educational visits require to be covered in Setting Outbreak Management Plan	Currently None Planned	<i>Participation in residential educational visits to be limited to pupils who are attending school during the period of the measures.</i> <i>For any residential educational visits that have been planned for dates that are beyond the period of the measures communicate the situation to the provider.</i>
Open days – requires to be covered in Setting Outbreak Management Plan	To be cancelled in needed	<i>Cancel open day / postpone to after the period of the measures has finished</i>
Transition or taster days – requires to be covered in Setting Outbreak Management Plan	To be cancelled if needed	<i>Implement remote-only transition/taster days OR limit attendance to pupils who are eligible to attend school</i>
Parental attendance on-site – requires to be covered in Setting Outbreak Management Plan	Appointments will be rescheduled	<i>Remind parents about not being able to come on-site without an appointment</i>



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Topic	Current individual school arrangements summarised	Additional measures to be taken in the event of rapid rise in cases in school / local area <i>Recommended measures where Contingency Framework is triggered by LBR Director of Public Health or by DfE Ministers</i>
Performances – requires to be covered in Setting Outbreak Management Plan	Any scheduled will be postponed	<i>Cancel any performances / postpone to after the period of the measures has finished</i>
Start and end of day (staggered starts etc)	Resumed staggered times	
Classroom layout	Facing forwards	
Lunchtime arrangements	Staggered breaks and separate zones	
Intervention groups that partially mix classes	Intervention groups by bubble no mix classes	
After-school clubs	Postponed	
Ventilation	All windows open in morning	
Cleansing regimes	Steri 7 + deep cleans each half term	
Staff rooms and staff meetings	On line staff meetings	
Senior leadership / DSL arrangements	As RA	
Other		



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