

Heston Community School COVID 19 Risk Assessment

People at Risk:	Students, Staff, Visitors and Contractors				
Assessment carried out by:	SLT, ABM, FPM	Date:	05.05.21	Date of Review:	05.06.21
Hazard:	Contracting Covid-19: High temperature or a new, continuous cough, or a loss of taste/smell through poor hygiene, physical contact, not obeying social distancing measures.				

Hazards (Potential to cause harm & consider how a person may be hurt)	Severity	Likelihood	Risk rating	Control Measures	Target Date & By Whom	New Risk Rating**
1. Prevention of spread						
1.1 Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	5	2	10	<ul style="list-style-type: none"> No students and staff should come to School if they have coronavirus symptoms or have tested positive in the last 10 days Any student or staff member developing symptoms during the day will be isolated and sent home and required to isolate for 10 days, unless a negative test is provided Members of the same household must self-isolate for 10 days from when the symptomatic person first had symptoms If a member of staff or student becomes unwell during the school day they will be placed in an isolation room and given access to a separate bathroom whilst awaiting collection A reserve isolation room has been allocated in the event that more than one student needs to be isolated Parents/carers and staff will receive clear communication on these guidelines 	SLT Ongoing	5
1.2 Ensuring staff and students clean hands thoroughly	5	2	10	<ul style="list-style-type: none"> Staff and students will be required to sanitise hands before entering every classroom Wall mounted sanitisers will be placed at entrance points to buildings and in corridors Two 30- minute lunch breaks provide ample time for students and staff to wash or sanitise hands before and after eating or drinking Posters will be put up to remind staff and students of the importance of washing hands 	DJO 26.08.20	5
1.3 Ensuring good respiratory hygiene	5	2	10	<ul style="list-style-type: none"> 'Catch it, Kill it, Bin it' will be promoted through posters and screen savers Lidded bins will be placed in the corridor of each zone Bins will be emptied and sanitised, as part of the enhanced cleaning regime and the contents taken directly to the skip area Classroom windows will be kept open to aid ventilation The air conditioning in Hogarth has been confirmed as safe to use due to filtration system The mechanical ventilation systems will be run continuously, with air recirculation switched off Staff will be provided with cloth masks and plastic gloves Students in KS 3 & 4 have been provided with cloth masks and all students and staff have access to reusable masks as required All students will be required to wear masks in all areas except briefly when eating or drinking Staff will be required to wear masks in all areas except when eating, drinking, or teaching with 2m distance 	DJO/SLT Ongoing	5

Hazards (Potential to cause harm & consider how a person may be hurt)	Severity	Likelihood	Risk rating	Control Measures	Target Date & By Whom	New Risk Rating**
				<ul style="list-style-type: none"> Students and staff will be provided with guidance on the removal of masks Students and staff will be instructed to not touch the front of their face covering during use or when removing them. They must dispose of the face covering in a plastic bag that they can take home with them or place in the waste bin Face visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read Air dryers in toilets will not be disconnected as misuse of paper towels by students provides a greater risk to hygiene. Windows will be kept open to ventilate the areas and the enhanced cleaning regime will apply Carbon Dioxide Monitors will be used to monitor the ventilation in rooms and appropriate actions taken if this is above recommended levels 		
1.4 Ensuring enhanced cleaning, including cleaning frequently touched surfaces often using detergents and bleach	5	2	10	<ul style="list-style-type: none"> An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection to include enhanced cleaning of classrooms, canteen and toilets Shared areas, used by different groups, including toilets and the canteen will be prioritised To ensure high standards of hygiene are maintained, there has been extra capacity introduced and reconfiguration of the Cleaning Rota Cleaning is focused on surfaces that are regularly touched such as door handles, light switches, stair rails, desks etc. Cleaners follow the PHE revised guidance on COVID-19: Cleaning of non-healthcare settings Antiviral wipes, or equivalent alternative that guarantee 'kills 99.9% of viruses' are provided in every workspace Staff are asked to wipe down the teacher's desk, computer and mouse, before and after use Should the isolation room and toilet be required, this will be extensively cleaned by designated cleaning staff. Waste from this area will be placed in additional bag and taken directly to the skip area 	DJO Ongoing	5
1.5 Minimising contact and mixing between individuals and maintaining social distancing	5	2	10	<ul style="list-style-type: none"> Staff should maintain social distancing with other adults and students Communications on social distancing arrangements will take place regularly to reinforce key messages with translation into the preferred language of employees for whom English is not the first language DFE guidance has been added to our website in Arabic, Bengali, Chinese, French, Gujarati, Polish, Portuguese, Punjabi, Romany, Somali, Turkish and Urdu All authorised visitors to site, including supply teachers, will be given an induction to outline the importance of social distancing and hygiene Unauthorised visitors will not be allowed on site Each year group has been allocated a specific toilet block to use Assemblies will take place virtually Students had a full induction in September to ensure they are fully informed of the importance of social distancing and this will be regularly reinforced through an updated PSHE programme 	SLT Ongoing	5

1.6 Ensuring classroom measures limit the spread of disease	5	2	10	<ul style="list-style-type: none"> • All students will be required to wear masks in all areas except when eating or drinking and conducting physical exercise • Teachers should teach from the front and not circulate • Classroom spaces will be modified to support teachers in keeping a 2m distance from students • Unnecessary furniture will be removed from classrooms to increase space availability • Windows should be opened to improve ventilation • Students must bring their own resources such as pens, pencils, rulers, calculators • Students should take their books home with them so that they do not need to be stored in classrooms • Staff and students must sanitise their hands before and after handing out worksheets or resources • Any collected work must be quarantined for 48 hours • Textbooks and other resources must be sterilised or quarantined for 48 hours if being used by multiple Bubbles [72 hours for plastic] 	DJO 26.08.20 CL 07.09.20	5
1.7 Ensuring outside of classroom measures limit the spread of disease	5	2	10	<ul style="list-style-type: none"> • All students will be required to wear masks in all areas except when eating or drinking and conducting physical exercise • Staff will be required to wear masks in all areas except when eating, drinking, or teaching with 2m distance • Face visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read • Lifts will only be available for the transport of equipment • Students will only be allowed out of lessons in exceptional circumstances to limit the movement around the School 	DJO/SLT Ongoing	5
1.8 Ensuring parental behaviour limits spread of disease	5	2	10	<ul style="list-style-type: none"> • Parents will be asked to wait for children on the other side of Heston Road • Technology will be used to limit the number of parental meetings on site • All parents will need to arrange an appointment to come on site 	SLT Ongoing	5
1.9 Ensuring PPE is worn when necessary	5	2	10	<ul style="list-style-type: none"> • If a student becomes ill with Coronavirus symptoms while at school and if the 2m distance cannot be maintained, staff should wear the PPE provided • If a student requires emergency, intimate attention and the 2m distance cannot be maintained, staff should wear the PPE provided • Each First Aider will be provided with PPE and trained on its use and disposal 	SLT Ongoing	5
1.10 Ensuring staff, parents/carers and visitors, engage with the NHS Test and Trace Process	5	2	10	<ul style="list-style-type: none"> • Staff and parents/carers will be fully briefed on the NHS Test and Trace process and members of SLT briefed on how to contact the local Public Health Protection Team • Staff will be encouraged to download the NHS APP and given guidance on how to support students that receive a notification • Staff and parents/carers will be required to inform the school immediately, if they or their child tests positive • Main office staff will collect names and contact details of all visitors to support NHS Test and Trace process 	SLT Ongoing	5

1.11 Ensuring staff manage confirmed cases of coronavirus amongst the school community effectively	5	2	10	<ul style="list-style-type: none"> Once a member of staff or a student has tested positive for coronavirus, senior staff will contact the local Public Health Protection Team If staff or students test positive, the School will follow all guidance from the local Public Health Protection Team, following their risk assessment. Close contacts with the person who has tested positive, must self-isolate for 10 days In the event of two or more confirmed cases within 14 days, a suspected outbreak, the School will follow the advice of the Public Health Protection Team and instruct larger groups of students to self-isolate as recommended. Staff will be informed as early as possible in this situation LCRC [PHE] will be informed if 5 or more students are infected in a 14-day period, 3 or more Bubbles are affected or 10% of staff are affected Parents, students and staff will be kept informed of positive cases and actions 	SLT Ongoing	5
1.12 Ensuring shared staff spaces are safe	5	2	5	<ul style="list-style-type: none"> Staff should disinfect the teacher's desk, computer and mouse, before and after use Social distancing must be maintained at all times in shared working spaces such as conference rooms, reception, staff rooms and reprographics areas – instructions will be placed on the external doors to advise how many members of staff can safely be in these shared areas Staff must wear a mask in all communal areas Face Visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read Photocopiers should be disinfected before and after use, using the antiviral wipes provided Kettles, microwaves and Fridges should all be disinfected by the user, before and after use Additional fridges will be placed around the School to limit the use of the fridge in the staff room Staff should bring their own cutlery and crockery 	SLT Ongoing	5
1.13 Use of Lateral Flow Tests	5	3	15	<ul style="list-style-type: none"> All staff will be asked to take two Lateral Flow Tests per week at home All students will be asked to take three Lateral Flow Tests on-site and will then be issued with Home Testing Kits to be used twice a week Staff and students will receive training on how to conduct the Lateral Flow Tests in a safe and accurate manner Parental Consent will be sought for all students under 16 All staff involved in the Lateral Flow Testing of students were given the opportunity to be vaccinated 	SLT Ongoing	10
2. School Operations						
2.1 Minimising risk on public transport	5	2	10	<ul style="list-style-type: none"> Parents/carers, students and staff will be encouraged to cycle or walk to school Parents/carers, students and staff will be signposted to the TFL guidance on safe use of public transport 	SLT 26.08.20	5
2.2 Ensuring attendance remains high	2	2	4	<ul style="list-style-type: none"> The student services team will work with LCs and MOH to support families in ensuring their child comes to school, minimising the impact on their child's education, well-being and wider development Clear and consistent expectations of school attendance will be communicated with families 	SLT Ongoing	2
2.3 Ensuring that students that are self-isolating, or shielding have access to remote provision	2	3	6	<ul style="list-style-type: none"> Where students are unable to attend school, because they are complying with clinical and/or public health advice, teachers will provide remote education. 	SLT Ongoing	3

2.4 Ensuring high levels of staff well-being	2	3	6	<ul style="list-style-type: none"> • All aspects of the risk assessment and reopening procedures will be shared with staff, allowing for instruction, training and feedback • Four additional inset days were allocated in July and September to support staff in preparing for the new way of working • Any deficiencies in the risk assessment should be raised with Line Managers so that these issues can be addressed • Members of staff with significant risk factors, BAME staff, pregnant women, disabled, new mothers and older staff, or those that live with a Clinically Extremely Vulnerable person may request a meeting with their Line Manager to discuss their concerns and explain the measures the school is putting in place to reduce risks • An individual risk assessment will take place if required and the School will endeavour to accommodate additional measures • Whole staff briefing will take place over Zoom • Staff meetings must be socially distanced, 2m apart and masks worn at all times • Face visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read • Newly Qualified Teachers will have extensive support, mindful of the fact their ITT was cut short • The School will investigate alternative arrangements with ITT providers to minimise physical visits • Staff experiencing anxiety or effects of trauma will be supported and signposted to the Validium Counselling service and/or given access to bereavement services if required • Pay Progression will not be linked to pupil progress in 2020-2021 	SLT Ongoing	3
2.5 Ensuring support staff are deployed effectively	2	5	10	<ul style="list-style-type: none"> • If social distancing is not possible, support staff must wear the masks provided • Face visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read • Staff must sanitise their hands before and after handing out worksheets or resources or touching student work • Individual risk assessments will be completed if requested • Classroom support staff will not be expected to teach whole classes • IT Technicians will socially distance from students and colleagues 	SLT Ongoing	5
2.6 Minimising the use of Supply Teachers	2	2	4	<ul style="list-style-type: none"> • All supply teachers will be fully briefed on the social distancing and hygiene requirements 	SLT Ongoing	2
2.7 Ensuring high levels of student well-being	2	2	4	<ul style="list-style-type: none"> • All students will be required to wear masks in all areas except when eating or drinking and conducting physical exercise • Staff will be required to wear masks in all areas except when eating, drinking, or teaching with 2m distance • Face visors or shields should not be worn as an alternative to masks, except if the individual cannot wear a mask due to physical impairment, mental health difficulties or to support students that need to lip read • Students will wear PE kit on days that they have PE to avoid the use of the changing rooms • Students at greater risk will have an individual risk assessment • SEND students will have consistent support, as much as possible • SEND students requiring timeout will be given the opportunity to use corridors or outside space • PPG Students will receive food parcels as part of the breakfast club provision • Year 13 students will complete Private Study at home 	SLT Ongoing	2

2.8 Ensuring students have access to catering and Free School Meals	3	2	6	<ul style="list-style-type: none"> Each Bubble will have access to the canteen at different time slots [Appendix A] Innovate will be required to provide evidence of a review of HACCP procedures and FSA Guidance for Food Businesses to ensure adaptations have taken place Students will be encouraged to eat outside Students will not be able to “top up” using cash points – but instead parents must use their online parent pay accounts 	SLT Ongoing	3
2.9 Ensuring the School site is safe	3	2	3	<ul style="list-style-type: none"> The usual pre-term building checks will be undertaken, following guidance from the Chartered Institute of Building Services Engineers guidance “emerging from lockdown” 	DJO 26.08.20	3
2.10 Minimising the risk from educational visits	5	2	10	<ul style="list-style-type: none"> Educational visits will be limited to those required by the curriculum such as Geography Field Trips All educational visits will be fully risk assessed, including assurances that locations are Covid secure 	SLT 27.02.21	5
2.11 Minimising the risk from extracurricular provision	5	2	10	<ul style="list-style-type: none"> Extracurricular clubs will be required to maintain the student Bubbles 	SLT 27.02.21	5
2.12 Minimising the risk from external contractors	5	2	10	<ul style="list-style-type: none"> Social distancing is being maintained throughout any building works and where this is not possible, contractors must wear masks All contractors will be briefed on the School’s Risk Assessment and the social distancing and hygiene requirements Contractors will be provided with external toilets to minimise contact with staff and students 	SLT Ongoing	5
2.13 Minimising the risk from lettings	5	2	10	<ul style="list-style-type: none"> Lettings will recommence in line with Government guidance All Lettings will be fully briefed on the social distancing and hygiene requirements Areas used by external Lettings will be sanitised before and after use 	DJO Ongoing	5
3 Curriculum, behaviour and pastoral support						
3.1 Ensuring the curriculum remains broad and ambitious	2	2	4	<ul style="list-style-type: none"> Students will follow a broad and ambitious curriculum, being taught all subjects previously available KS4 and KS5 students will maintain all examination subjects, except in exceptional circumstances Curriculum Leaders will work collaboratively with their teams to identify the most important missed content to prioritise. Staff, including LCs and CL for English and Mathematics, will be consulted on the “Catch up” plan There will be drive on literacy across the curriculum Regular formative assessment will be used to identify and address the gaps in students learning Remote education provision, through SMHW and Microsoft Teams will be available for isolating students RSHE education will be delivered throughout the year, as previously planned 	SLT Ongoing	2
3.2 Ensuring that examination students are prepared for Summer 2021	2	2	4	<ul style="list-style-type: none"> Students have been provided with the guidance on the sources of evidence being used to award Teacher Assessment Grades 	SLT 27.02.21	2
3.3 Ensuring safe music provision	5	2	10	<ul style="list-style-type: none"> Due to the risk of singing, school choirs will be suspended until further notice 	SLT 26.08.20	5
3.4 Ensuring safe PE provision	5	2	10	<ul style="list-style-type: none"> Students will be taught PE within their Bubbles Sports equipment will be sterilised thoroughly between Bubbles The Head of PE will design the curriculum to minimise risk following guidance from Sport England and Association for Physical Education Extra-curricular activities will be encouraged but limited to Bubbles Students may remove masks during physical exercise, but social distance should be maintained wherever possible 	SLT 27.02.21	5

3.5 Ensuring student emotional and mental well-being is supported	3	2	6	<ul style="list-style-type: none"> The Well-being Hub, with full time counsellor and learning mentor will provide support for students demonstrating anxiety, bereavement or depression Teachers will be given training on how to support student well-being in the September inset days The Pastoral Curriculum will be redesigned to support resilience, mental health and well-being including anxiety, bereavement and sleep issues 	SLT Ongoing	3
3.6 Ensuring student behaviour minimises the spread of the disease	5	2	10	<ul style="list-style-type: none"> A COVID Addendum to both the Safeguarding Policy and the Behaviour Policy can be found on the School's website These have been communicated to staff, parents/carers and students The School will work with local services to ensure that students with additional needs are supported for a smooth return to school The Behaviour policy will be amended to ensure students can be removed from lessons if required, whilst maintaining the Bubbles or social distance The Behaviour policy will be reviewed to acknowledge the increases level of trauma and anxiety experienced by students and the impacts on engagement, self-esteem and behaviours The Behaviour policy will be updated to include actions and sanctions during remote learning 	SLT 01.02.21	5
4 Assessment						
4.1 Ensuring safe provision of examinations	5	2	10	<ul style="list-style-type: none"> Examinations will not take place During Mock Examinations Bubbles will be maintained Any collected work must be quarantined for 48 hours 	SLT Ongoing	5
4.2 Ensuring assessment is used to identify and address gaps in student learning	2	3	6	<ul style="list-style-type: none"> Curriculum Leaders and the Assistant Headteacher for Teaching and Learning will provide guidance on and develop the regular use of formative assessment to identify and address the gaps in students' learning, with their teams 	SLT Ongoing	3
5 Contingency planning for outbreaks						
5.1 Application of Tiers of Restriction	5	2	10	<ul style="list-style-type: none"> National Tier restrictions will be applied in line with Government Guidance 	SLT ongoing	5
5.2 Ensuring the School has capacity to offer immediate remote education	5	2	10	<ul style="list-style-type: none"> A Microsoft Teams Co-ordinator has been hired to lead on staff training and support Curriculum Teams in developing an effective blended learning model Computers have been issued to support disadvantaged and vulnerable students Self-isolating students will be provided with 'Hybrid Lessons' allowing them to join classroom lessons live from home. Immediate work in English, Maths and Science is available on the School website 	SLT Ongoing	5

6 Governance

6.1 Lack of Governor oversight leads to the school failing to meet statutory requirements	2	2	4	<ul style="list-style-type: none"> • The Governing Body continues to meet regularly • The Governing Body agendas are structured to ensure all statutory requirements are discussed and School Leaders are held to account for their implementation • The Headteacher's Report to Governors includes content and updates on how the School is continuing to meet its statutory obligations in addition to covering the School's response to COVID-19 • Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place • Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding Leaders to account for areas of statutory responsibility 	NPH Ongoing	2
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7 Risk Assessment

7.1 Ensuring the Risk Assessment is shared with all stake holders	2	2	4	<ul style="list-style-type: none"> • The risk assessment will be created in consultation with Senior and Middle Leaders and Union Representatives • The risk assessment will be circulated to all staff and published on the School website • Staff will have the opportunity to raise concerns and deficiencies through their Line Manager in the September inset days, and as they arise, so that improvements can take place • Parents/carers will be invited to give feedback through the info@hestoncs.org email address • The risk assessment will be shared with all contractors 	SLT Ongoing	2
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RISK / PRIORITY INDICATOR KEY

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
After measures, outlined above		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

SUMMARY		ACTIONS
12-25	High	Stop activity
6-11	Medium	Continue with caution
1-5	Low	Continue activity

Year	Start Time	End Time	Classroom Bubble Zone	Toilets	Lunch Bubble Zone 10:40 – 11:10 12:50 – 13:20	Lunch Food Availability
7	08:30	14:50	Sutton	Canteen	Field Quarter 1	10:40 – 10:55 Canteen [1]
8	08:30	14:50	Maths	Sutton upstairs	Field Quarter 4	12:50 – 13:05 Canteen [3]
9	08:40	15:00	Osterley West [Hall side]	Sports Hall	Field Quarter 3	10:55 – 11:10 Canteen [2]
10	08:40	15:00	Osterley East [Hogarth side]	Osterley	Field Quarter 2	13:05 – 13:20 Canteen [4]
11	08:50	15:10	Hogarth	Hogarth	Courts and Astro	12:50 – 13:20 Courts
12	08:50	15:10	Hogarth Hall Osterley	Hogarth	Hogarth Concourse Hall Carpark Lunch 2 offsite	10:40 – 11:10 Hogarth Concourse
13						