



HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

People at Risk:	Students, Staff, Visitors, Contractors and BAME				
Assessment carried out by:	SLT, ABM, FPM	Date:	25.06.20	Date of Review:	Fortnightly
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. Establishing a systematic process of partial opening, including social distancing						
1.1 Net Capacity						
Available capacity of the school is reduced when social distancing guidelines are applied	5	2	10	<ul style="list-style-type: none"> Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules: Maximum of four A-level Classes, two Year 10 Classes, Academic Mentoring Meetings for Years 7 -12 – Maximum of 25% students as per DFE Guidance. Small groups of Year 6 students, will also be invited for a tour of the School Agreed new timetable and arrangements confirmed for Year 12: Two Lessons a day 09:30 – 11:30 and 13:30 – 15:30 Agreed new timetable and arrangements confirmed for Year 10: 09:00 – 12:00 Agreed meeting times for Academic Mentoring Meetings Keyworker/Vulnerable students will continue to be on-site 09:00 – 14:30 – Approximately 15 students Arrangements in place to support students when not at School with remote learning at home. Whole staff CPDs will be taking place on-site on the final two days of term. Social distancing will be maintained at all times. 	SLT 19.06.20	5

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Available capacity for Year 6 Transition Sessions	5	2	10	<ul style="list-style-type: none"> Year 6 students will be attending an introductory session in the Hall and tour of the School buildings Numbers will be limited to ensure social distancing Groups will only contain students from the same primary school Year 6 transition will take place w/c 29th June when there are less Year 12 students on-site due to assessments Sessions will take place 09:00 -11:00 or 11:30 -13:30 Students will be expected to use hand sanitiser before entering the room Desks will be disinfected between sessions Social distancing will be enforced at all times and the route will be designed to ensure that Year 6 students do not enter areas with other Heston students. 	MSN 26.06.20	5
Available capacity for Academic Mentoring Meetings	5	2	10	<ul style="list-style-type: none"> The canteen will be used for socially distanced Academic Mentoring Meetings at a pre-agreed time slot Meetings will take place between staff and students only Students will be expected to use hand sanitiser before entering the room A member of staff will welcome the students and ensure students queue in a socially distanced manner if required Students will access the canteen via a separate access point and will have no interaction with any other student groups. 	MOH 26.06.20	5
Available capacity for Year 12 examinations	5	2	10	<ul style="list-style-type: none"> The Gym rooms will be used for the Year 12 examinations MFL rooms will be used for access arrangements – 2m spacing between staff and students will ensure social distancing is maintained No other A-Level lessons will be taking place The examinations will be taking place at the same times 09:30-11:30 and 13:30 -15:30 Students will be supervised as they line up in the Quadrangle to ensure social distancing Students will not be expected to put belongings in storage rooms Students will be expected to use hand sanitise before entering rooms. 	SLT 03.07.20	5
Available capacity for Staff Training days	5	2	10	<ul style="list-style-type: none"> SLT and CL will ensure that all rooms used allow for 2m distance between staff Staff will be expected to use hand sanitiser before entering rooms Gloves will be provided to allow sharing of documents When possible training will take place virtually. 	SLT 03.07.20	5

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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**
1.2 Organisation of teaching spaces						
Classroom sizes will not allow adequate social distancing	5	2	10	<ul style="list-style-type: none"> Class sizes and timetables/staffing amended allowing for reduced numbers in line with Government guidance Classrooms re-modelled, with chairs and desks in place to allow for social distancing – See Appendices Spare chairs removed from desks so they cannot be used Clear signage displayed in classrooms promoting social distancing Year 12 and Year 10 students only on-site for lessons Year 12 students will be coming on-site for one lesson per subject each week Year 12 will be coming in for mock examinations w/c 29th June Year 6 students will be coming for a single session w/c 29th June 37 Selected Year 10 students will be coming on-site each day Students will be escorted on and off-site by staff. 	SLT 19.06.20	5
Large spaces need to be used as classrooms	5	2	10	<ul style="list-style-type: none"> Limits set for large spaces for teaching – only Hall, LRC, OG09, HS11/08, OS01, OS02, Bubble, Canteen, Gym, MFL and DART to be used. Design layout and arrangements in place to enable social distancing Classroom doors and windows to be open. 	SLT 19.06.20	5
1.3 Availability of staff and class sizes						
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	5	2	10	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Staff who are self-isolating or shielding will continue to teach online For staff who have identified barriers to returning to work, e.g. health concerns, travel concerns and childcare concerns, individual Risk Assessments will take place to explore strategies to accommodate a return to work Individual Risk Assessments will be completed in conversation with that member of staff Flexible and responsive use of Teaching Assistants to supervise classes is in place PHE advice on testing and self-isolating followed and shared with staff A blended model of home learning and attendance at School is utilised until staffing levels improve The use of technology for streamed lessons in our School setting will be explored Teaching staff only need to be on site at designated times such as lessons and training A member of SLT will always be on site whilst students are present. 	SLT 10.06.20	5

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1.4 Prioritising provision						
The continued prioritisation of vulnerable students and the children of critical workers will create 'artificial groups' within schools when they reopen	5	2	10	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending School Pastoral and SEND support is deployed, wherever possible, to support targeted students Efforts continue to improve the attendance of Vulnerable students and those from disadvantaged backgrounds Keyworker and Vulnerable student provision will continue, separated from all other students Learning Coordinators and the Wellbeing Hub team are prioritising contact and support with Vulnerable students Use of Microsoft Teams is being integrated into home learning provision Teaching Assistant support has been allocated to individual SEND students Tailored provision for identified SEND students Utilising Government support to purchase IT for Vulnerable and disadvantaged students. 	SLT 10.06.20	5
1.5 School Day						
The start and end of the school day create risks of breaching social distancing guidelines	5	2	10	<ul style="list-style-type: none"> Year 12 students, Year 10 students and Keyworker/Vulnerable students will have staggered start and end times Academic review meetings will have pre-agreed timeslots and a different entrance to the other students Attendance patterns have been optimised to ensure maximum safety – Only Year 12 on-site for one lesson per week per subject and selected Year 10 students daily Two lesson sessions – 09:30 -11:30 and 13:30 – 15:30 for Year 12 One lesson for Year 10 – 09:00 – 12:00 Year 12 and Year 10 students will have no unsupervised time on-site Keyworker/Vulnerable students on-site from 09:00 – 14:30 Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use – See Appendices Students will be supervised when entering and exiting the designated classrooms with strict 2m spacing Students to be escorted on and off-site by staff. 	DJO/SLT 10.06.20	5

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1.6 Planning movement around the school						
Movement around the school risks breaching social distancing guidelines when moving to and from lessons	5	2	10	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised – See Appendices • Appropriate signage is in place to clarify circulation routes • Pinch points and bottle necks are identified and managed accordingly • Movement of students around School is minimised as much as possible, with students staying in classrooms and then leaving site immediately after lessons • Students are regularly briefed regarding observing social distancing guidance • Students will be supervised when entering and exiting the designated classrooms with strict 2m spacing • Staff to supervise students entering the classrooms • Students to be escorted on and off-site by staff • Students should bring a bottle of water as they will not be able to use fountains • Year 6 students will be escorted at all times and follow a designated route designed to ensure they do not come into contact with other Heston students 	DJO 10.06.20	5
Movement around the school risks breaching social distancing guidelines when using toilet facilities	5	2	10	<ul style="list-style-type: none"> • Toilet use will be limited to one student at a time per class • Appropriate signage is in place to enforce this message with students • Cleaning will take place between lessons • Guidance posters recommending 20-second hand washing will be visible to students • Students designated to the Hall will only have access to the toilets next to the Archive Room • Students designated to Humanities will only have access to the Osterley disabled toilets • Students designated to LRC and DART will only have access to the downstairs Hogarth toilets; males to use student toilet, females to use disabled toilet • Students designated to HS11/08 to use the upstairs Hogarth toilets • Keyworker/Vulnerable students females to use the toilets next to the Drama studio, Males to use Osterley disabled toilet • Year 10 students to use Osterley disabled toilet • Year 6 students to use Sutton disabled toilet • Academic Mentoring day students to use Canteen toilets • Staff to use toilets next to welfare and first floor Hogarth disabled toilets • Sanitiser to be used upon re-entry to the classroom or office. 	DJO 10.06.20	5

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1.7 Curriculum organisation						
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	3	3	9	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning Home learning is continuing and is calibrated to complement in-school learning and address gaps identified The Curriculum is following exam syllabi and National Curriculum guidance Other year groups are being assessed and planning is modified to reflect this. 	SLT Ongoing	6
1.8 Staff workspaces						
Staff rooms and offices do not allow for observation of social distancing guidelines	5	2	10	<ul style="list-style-type: none"> Offices and Curriculum Area workspaces have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing Small office spaces should only be used by one designated member of staff Doors and windows should be open where possible Teaching staff will only be on-site to deliver lessons with the exception of the 16th and 17th July for staff training days The Staff Room in Hogarth will be not be available for staff until further notice. 	DJO 10.06.20	5
1.9 Managing the school lifecycle						
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	3	2	6	<ul style="list-style-type: none"> Senior Leadership Team (SLT) and staff work-plans to include short- and medium-term planning Staff recruitment for September 2020 will be completed Curriculum and timetable for September 2020 will be completed in preparation for next academic year. 	MOH 01.09.20	3

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Students moving on to the next phase in their education do not feel prepared for the transition	3	3	9	<ul style="list-style-type: none"> Year 11 students have had a one to one conversation with staff about the next stage in their education and received transition work to prepare them for Post-16 study Year 13 students have received transition work to prepare them for university study There is regular and effective liaison with the destination institutions (e.g. colleges, universities, apprenticeship providers) to assist with students' transition Regular communications with the parents of incoming Year 6 students are in place Virtual tours of the school are available for incoming Year 6 parents and students Year 6 students from our largest primary feeder schools are being invited for 2 hour welcome sessions w/c 29th June Online induction days for students and parents are planned for incoming Year 12 Continued Pastoral support available for Year 11 and Year 13 students A recovery PSHE programme will be designed to address student Mental Health and Well-being. 	MSN, IHA, MCU 20.06.20	6
1.10 Governance and policy						
Governors are not fully informed or involved in making key decisions	3	2	6	<ul style="list-style-type: none"> Cycle of Governing Body meetings to continue Governing Body to hold extra-ordinary meeting on School reopening Governors are briefed regularly on the latest Government guidance and its implications for the School. 	RBE Ongoing	3
1.11 Policy review						
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	2	6	<ul style="list-style-type: none"> All relevant policies will be revised to take account of Government guidance on social distancing and COVID-19 and its implications for the School Staff, Students, Parents and Governors have been briefed accordingly. 	SLT 10.06.20	3

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1.12 Communication strategy						
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	5	2	10	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: Staff, Students, Parents, Governors, Local Authority and Professional Associations Employ the well-established systems of communication to include email, text messages, website and letters. Weekly meetings have taken place between Professional Associations and the Headteacher SLT and Middle Leaders meet virtually, weekly "All Staff" email used to communicate Virtual meetings held in line with the calendared School meeting cycle Full staff briefings will take place weekly in the final half term of Summer. 	SLT 10.06.20	5
1.13 Staff induction and CPD						
Staff are not trained in new procedures, leading to risks to health	5	2	10	<ul style="list-style-type: none"> Relevant staff to be briefed prior to reopening on: Infection Control, Fire Safety and Evacuation Procedures, Constructive Behaviour Management, Safeguarding and Risk Management. Teaching staff training to take place on 10 June in Hall. 	DJO/SLT 01.06.20	5
New staff are not aware of policies and procedures prior to starting at the school when it reopens	5	2	10	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting The revised staff handbook is issued to all new staff prior to them starting. 	DJO/SLT 26.06.20	5
Supply staff are not trained in procedures, leading to risks to health	5	0	0	<ul style="list-style-type: none"> No short-term supply staff will be used. 	NA	0

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1.14 Free School Meals						
Students eligible for free school meals do not continue to receive vouchers on the days that they are not in school	3	2	6	<ul style="list-style-type: none"> Food will not be available on site for Year 12 or Year 10 students FSM vouchers will continue to be emailed to parents Food will continue to be provided for Keyworker/ Vulnerable students on-site. 	KGH Ongoing	3
1.15 Risk Assessments						
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance	5	2	10	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the School reopens and strategies to mitigate risk are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the School e.g. Science Technicians, DART Technicians, Site Team, Administration Team, Finance Team, Student Services Team and Cleaning Team When students enter and leave School Movement around School Break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. 	DJO/SLT Ongoing	5
1.16 Transport						
Changes to Public Transport schedules as a result of COVID-19 adversely affect student and staff attendance and punctuality and do not align with start and departure times	5	3	15	<ul style="list-style-type: none"> The details of how staff and students will travel to and from School are known prior to opening The start and finish times designated to avoid peak travel times for students and staff Staff and students will be encouraged to travel by foot or bicycle Parents will be encouraged to drive their children to School to minimise the use of Public Transport Students will be advised to follow TFL guidance if using public transport The School will provide PPE for staff, upon request, in line with TFL guidance. 	NA	10

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1.17 BAME						
Disproportionate risk of COVID-19 for BAME staff and students	5	3	15	<ul style="list-style-type: none"> Staff and students to be briefed on the disproportionate risk of COVID-19 for the BAME Community Line Managers to meet regularly with BAME staff to address anxieties and concerns The School will maintain a record of BAME staff concerns and mitigating actions For staff who have identified barriers to returning to work, individual Risk Assessments will take place to explore strategies to accommodate a return to work. 	DJO/SLT 10.06.20	10
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Cleaning						
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	5	3	15	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff is agreed prior to opening An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include cleaning of classrooms and toilets between the morning and afternoon lessons To ensure high standards of hygiene are maintained, there will be an increase in the capacity of the Site Team and reconfiguration of the Cleaning Rota Cleaning will be focused on surfaces that are regularly touched such as door handles, light switches, stair rails, desks etc. Antiviral wipes, or equivalent alternative, will be provided in every workspace There is no expectation that teaching staff will be cleaning Site team will be kept updated with changes to cleaning requirements as the phased reopening continues Lidded bins will be provided for each classroom in use. 	DJO 10.06.20	10
2.2 Hygiene and handwashing						
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	5	2	10	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies have been purchased Monitoring arrangements are in place to ensure that supplies of soap and sanitiser are maintained throughout the day. 	DJO Ongoing	5

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Students and staff forget to wash their hands regularly and frequently	5	2	10	<ul style="list-style-type: none"> Staff training will reinforce the message that students need to wash their hands regularly and frequently Sanitiser points will be installed at building entrance points Students and staff will be required to sanitise hands before entering classroom Posters and electronic messaging boards reinforce the need to wash hands regularly and the PHE guidance of Catch it, Bin it, Kill it Communication will be sent to parents requesting that this message is reinforced at home. 	DJO/SLT Ongoing	5
2.3 Clothing/fabric						
Not wearing clean clothes each day may increase the risk of the virus spreading	5	2	10	<ul style="list-style-type: none"> Staff and students will be encouraged to wear clothes that are washed daily Expectations and guidance will be communicated to parents. 	IHA	5
The use of fabric chairs may increase the risk of the virus spreading	5	2	10	<ul style="list-style-type: none"> Fabric chairs and bean bags will be taken out of the LRC Staff room will not be available to staff until further notice. 	DJO	5
2.4 Testing and managing symptoms						
Testing is not used effectively to help manage staffing levels and support staff wellbeing	5	3	15	<ul style="list-style-type: none"> Guidance on getting tested will be shared with staff, with regular updates When necessary, SDO will arrange testing The guidance has been explained to staff as part of the induction process. 	DJO/SLT 10.06.20	10

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Infection transmission within school due to staff/students (or members of their household) displaying symptoms	5	3	15	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including reasons for absence and tracking return to School dates, is in place Procedures are in place to deal with any student or staff displaying symptoms at School. This includes the use of testing for both staff and students and appropriate action, in line with Government guidance, should the tests prove positive or negative Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or students is kept and individuals are instructed to follow the Government guidance. 	SLT Ongoing	10
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 at home or in School	5	3	15	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current Government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the School This guidance has been explained to staff and students as part of the return to school arrangements Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	DJO/SLT 10.06.20	10
2.5 First Aid/ Designated Safeguarding Leads						
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	5	2	10	<ul style="list-style-type: none"> First Aiders will be on site every day Recently expired First Aid certificates have been extended for an additional three months DSL, Deputy DSL and SLT with previous safeguarding experience available on-site. 	DJO 10.06.20	5
First Aiders do not know how to implement PPE effectively	5	2	10	<ul style="list-style-type: none"> Full PPE will be provided to First Aiders if supporting staff or students with COVID-19 symptoms Additional training will be provided to First Aiders giving guidance on supporting staff or students with COVID-19 symptoms PPE will be disseminated to multiple locations on site First Aiders will be trained on the effective and safe use of PPE equipment when supporting staff or students with COVID-19 symptoms. 	DJO 10.06.20	5

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2.6 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control	5	3	15	<ul style="list-style-type: none"> Meeting Room 1 to be designated as the Medical Room to allow for social distancing Visitors Meeting Room to be designated as an Isolation Room for students or staff with suspected COVID-19 whilst collection is arranged Procedures are in place for Medical Rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Each classroom will be equipped for medical emergencies with PPE equipment and Radio. 	DJO/SLT 10.06.20	10
2.7 Communication with parents						
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	5	2	10	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools A COVID-19 section on the school website is created and updated The COVID-19 Risk Assessment will be published on the School website The School website to include a link to School Reopening Government Guidance [GOV.UK] for parents and students. 	IHA 10.06.20	5
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	5	2	10	<ul style="list-style-type: none"> Key messages are reinforced and updated weekly, in line with Government guidance via the School's website. 	SLT 10.06.20	5

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2.8 Personal Protective Equipment (PPE)						
Provision of PPE for staff where required is not in line with Government guidelines	5	2	10	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured – See Appendices Those staff required to wear PPE (e.g. receiving/handling deliveries; cleaning staff) have been trained on how to put on, remove and dispose of PPE carefully to reduce contamination Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	DJO 10.06.20	5
3. Maximising social distancing measures						
3.1 Student behaviour						
Students' behaviour on return to school does not comply with social distancing guidance	5	2	10	<ul style="list-style-type: none"> Clear messaging to students and staff on the importance and reasons for social distancing are reinforced throughout the School day by staff and through posters, electronic boards and floor markings Staff model social distancing consistently The movement of students around the School is minimised Large gatherings are avoided The School's Behaviour Policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents Senior Leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed Messages to parents to reinforce the importance of social distancing. 	SLT 10.06.20	5

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3.2 Classrooms and teaching spaces						
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	5	2	10	<ul style="list-style-type: none"> Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with Government guidance Only large, well ventilated classrooms will be used for lessons All furniture not in use has been removed from classrooms and teaching spaces Arrangements are reviewed regularly During this initial phase, each room will have a radio in case of medical emergencies or cleaning requirement. 	SLT 10.06.20	5
3.3 Movement in corridors						
Social distancing guidance is breached when students circulate in corridors	5	2	10	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended Designated entrance and exit points for each classroom – see Appendices Circulation routes are clearly marked with appropriate signage Any pinch points/bottle necks are identified and managed accordingly The movement of students around School is minimised as much as possible Students are briefed regularly regarding observing social distancing guidance whilst circulating the School Floor markings will demonstrate 2m distance Appropriate supervision levels are in place. 	DJO 10.06.20	5
3.4 Break times						
Students may not observe social distancing at break times	5	2	10	<ul style="list-style-type: none"> Year 12 and Year 10 students will only be on-site for lessons and leave immediately Keyworker/Vulnerable students will use the Courts for Break time Supervising staff to reinforce social distancing message. 	NA	5

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3.5 Lunch times						
Students may not observe social distancing at lunch times	5	2	10	<ul style="list-style-type: none"> Year 12 and Year 10 students will only be on-site for lessons and leave immediately Keyworker/Vulnerable students will use the Courts for Lunch time Students are reminded about social distancing as lunch times begin Students wash their hands before and after eating. 	NA	5
Staff may not observe social distancing at lunch times	5	2	10	<ul style="list-style-type: none"> Staff Room, Welfare Kitchen and Canteen will not be available for staff until further notice Staff should bring their own cutlery and crockery, food and drink Antiviral wipes will be available in existing food or drink preparation areas, within departments Staff should follow hygiene and hand washing guidance after handling kettles etc. Water bottles in CR2 will be available for water. 	NA	5
3.6 Toilets						
Queues for toilets and handwashing risk non-compliance with social distancing measures	5	2	10	<ul style="list-style-type: none"> Toilet use will be limited to one student at a time Cleaning will take place between lessons Guidance posters recommending 20- second hand washing will be visible to students Students designated to the Hall will only have access to the toilet next to the Archive Room Students designated to Humanities will only have access to the Osterley disabled toilets Students designated to LRC and DART will only have access to the downstairs Hogarth toilets; males to use student toilet, females to use disabled toilet Students designated to HS11/08 to use the upstairs Hogarth toilets Keyworker/Vulnerable students females to use the toilets next to the Drama studio, Males to use Osterley disabled toilet Year 10 students to use Osterley disabled toilet Year 6 students to use Sutton disabled toilet Academic Mentoring day students to use Canteen toilets Staff to use toilets next to welfare and first floor Hogarth disabled toilets Sanitiser to be used upon re-entry to the classroom or office. 	DJO 10.06.20	5

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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**
3.7 Reception area						
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	5	2	10	<ul style="list-style-type: none"> The School office will be manned from 08:30 – 16:00 Use of the electronically controlled pedestrian gate minimises risk of excess visitor or parents at Reception at any one time Parents will be encouraged to contact the School through email or phone rather than visiting Reception Social distancing points are clearly set out, using floor markings outside Reception Reception glass to remain shut Non-essential deliveries and visitors to School are minimised All visitor to sanitise hands before entering the site. 	DJO 10.06.20	5
3.8 Arrival and departure from school						
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	5	2	10	<ul style="list-style-type: none"> Start and finish times are staggered for Year 12, Year 10 and Keyworker/Vulnerable students Agreed staggered meeting times for Academic Mentoring Meetings –only seven students invited for each 15 minute meeting The use of available entrances and exits is maximised – See Appendices Social distancing guidelines are reinforced at entrances and exits through signage and floor markings. 	DJO 10.06.20	5
3.9 Transport						
The use of public and school transport by students and staff poses risks in terms of social distancing	5	3	15	<ul style="list-style-type: none"> The details of how staff and students will travel to and from School are known prior to opening Staff and students will be encouraged to travel by foot or bicycle Parents will be encouraged to drive their children to School to minimise the use of Public Transport The start and finish times designated to avoid peak travel times for students and staff The School will provide PPE for staff, upon request, in line with guidance. 	NA	10

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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**
3.10 Staff areas						
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	5	2	10	<ul style="list-style-type: none"> Offices and Curriculum Area workspaces have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing Small office spaces should only be used by one designated member of staff Doors and Windows should be open where possible The Staff Room in Hogarth will not be available for staff until further notice. 	DJO 10.06.20	5
3.11 Deliveries						
Delivery of letters and packages pose risks in terms of social distancing and hygiene	5	2	10	<ul style="list-style-type: none"> Staff will use PPE when handling deliveries and post All excess packaging should be removed and safely disposed of Staff should wash their hands immediately after handling any deliveries and post. 	DJO 10.06.20	5
3.12 Reprographics						
Use of photocopiers poses risks in terms of social distancing and hygiene	5	2	10	<ul style="list-style-type: none"> Photocopying should be sent electronically to Reprographics via email with 48 hrs notice Staff must clearly indicate the room and time for delivery Reprographics staff to wear gloves when handling documents and using photocopiers Photocopiers should be sanitised before and after use using Antiviral wipes Posters with guidance will be placed at each photocopier Staff will be encouraged to send resources electronically to students. 	DJO 10.06.20	5
3.14 Teaching Resources						
Paper teaching resources pose risks in terms of social distancing and hygiene	5	2	10	<ul style="list-style-type: none"> Teaching staff should wear gloves when handling documents Documents should be placed on desk before students arrive Students must bring their own resources such as stationery and calculators DART students will be provided with their own separate pack of resources. 	NA	5

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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**
3.15 Marked work						
Collecting, marking and returning student work poses risks in terms of social distancing and hygiene	5	2	10	<ul style="list-style-type: none"> Electronic marking should be implemented wherever possible Work submitted for marking should be placed in tray as students exit the room This work should be quarantined for 72 hrs prior to and after marking Staff should wash their hands immediately after handling student work Teachers must wear gloves when returning marked work Protocols will be outlined on the Teaching staff training day on 10 June. 	NA	5
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Students with underlying health issues						
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	5	3	15	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis Parents have been asked to make the School aware of students' underlying health conditions and the School has sought to ensure that the appropriate guidance has been acted upon The School and parents are clear about the definitions and associated mitigating strategies for people classed as Clinically Vulnerable and Clinically Extremely Vulnerable Schools have a regularly updated register of students with underlying health conditions These students will continue to be provided with home learning resources. 	IHA 10.06.20	10

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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**
4.2 Staff with underlying health issues						
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	5	3	15	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been requested to make their condition or circumstances known to the School Records are kept of this and regularly updated Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/ Consultant/ Midwife or current Government advice Staff are clear about the definitions and associated mitigating strategies for people classed as Clinically Vulnerable and Clinically Extremely Vulnerable All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance Current Government guidance is being applied. 	IHA 10.06.20	10
5. Enhancing mental health support for students and staff						
5.1 Mental health concerns – students						
Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	2	6	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health Wellbeing/mental health is addressed regularly in PSHE Resources/websites to support the mental health of students are provided. 	MCU 10.06.20	3
5.1 Mental health concerns – staff						
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	2	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing Line Managers are proactive in discussing wellbeing with the staff that they manage, including their workload Line Managers to meet regularly with BAME staff to address anxieties and concerns Staff briefings and training have included content on wellbeing Staff have been signposted to the Validium Counselling service, useful websites and resources. 	SLT Ongoing	3

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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
Working from home can adversely affect mental health	3	2	6	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with Line Managers Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise Appropriate work plans have been agreed with support provided where necessary Staff working from home will continue to provide remote learning and participate in meetings. 	SLT Ongoing	3
5.3 Bereavement support						
Students and staff are grieving because of loss of friends or family	3	2	6	<ul style="list-style-type: none"> The School has access to trained staff who can deliver bereavement counselling and support Support is requested from other organisations when necessary. 	MCU 10.06.20	3
6. Maintaining educational provision for children of Keyworkers and vulnerable children						
6.1 Maintaining provision						
Educational provision must still be maintained for priority children when the school reopens	5	2	10	<ul style="list-style-type: none"> Current Government guidance is being followed Liaison is continuing with parents who are Keyworkers and the parents of Vulnerable children to agree required provision The facility for full-time attendance continues to be available Arrangements are in place to ensure that this cohort is tracked and supported effectively. 	MCU 10.06.20	5
7. Operational issues						
7.1 Review of fire procedures						
Fire procedures are not appropriate to cover new arrangements	5	2	10	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to reduced numbers of students/staff and possible absence of Fire Marshals Social distancing rules will be enforced by staff during evacuation and at muster points Staff and students have been briefed on any new evacuation procedures – See Appendices Incident Controller and Fire Marshals have been trained and briefed appropriately. 	DJO 10.06.20	5

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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**
Fire Marshals absent due to self-isolation	5	2	10	<ul style="list-style-type: none"> An additional staff rota is in place for Fire Marshals to cover any absences and staff have been briefed accordingly. 	DJO 10.06.20	5
7.2 Managing premises on reopening after lengthy closure						
All systems may not be operational	3	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate All systems have been recommissioned. 	DJO 10.06.20	3
Statutory compliance has not been completed due to the availability of contractors during lockdown	3	2	6	<ul style="list-style-type: none"> All statutory compliance is up to date Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	DJO 10.06.20	3
7.3 Contractors working on the school site						
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	3	2	6	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for Schools [e.g. estates related] have been designated as essential work by the Government and so are set to continue An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe Contractors will be required to wear PPE equipment – provided by the School Alternative arrangements have been considered such as organising classes so that contractors and staff/students are kept apart Social distancing is being maintained throughout any such works and where this is not possible, arrangements are reviewed In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 [including contractor risk assessments, method statements and contractor induction]. 	DJO 10.06.20	3

HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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**
8. Finance						
8.1 Costs of the school's response to COVID-19						
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	3	2	6	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced Trust Finance Team has been consulted to identify potential savings in order to work towards a balanced budget Additional COVID-19 related costs are being monitored and options for reducing costs over time, and as guidance changes, are under review Additional sources of income are under exploration The School's projected financial position has been shared with Governors. 	RBE Ongoing	3
9. Governance						
9.1 Oversight of the Governing Body						
Lack of Governor oversight during the COVID-19 crisis 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 via online platforms 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



HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

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

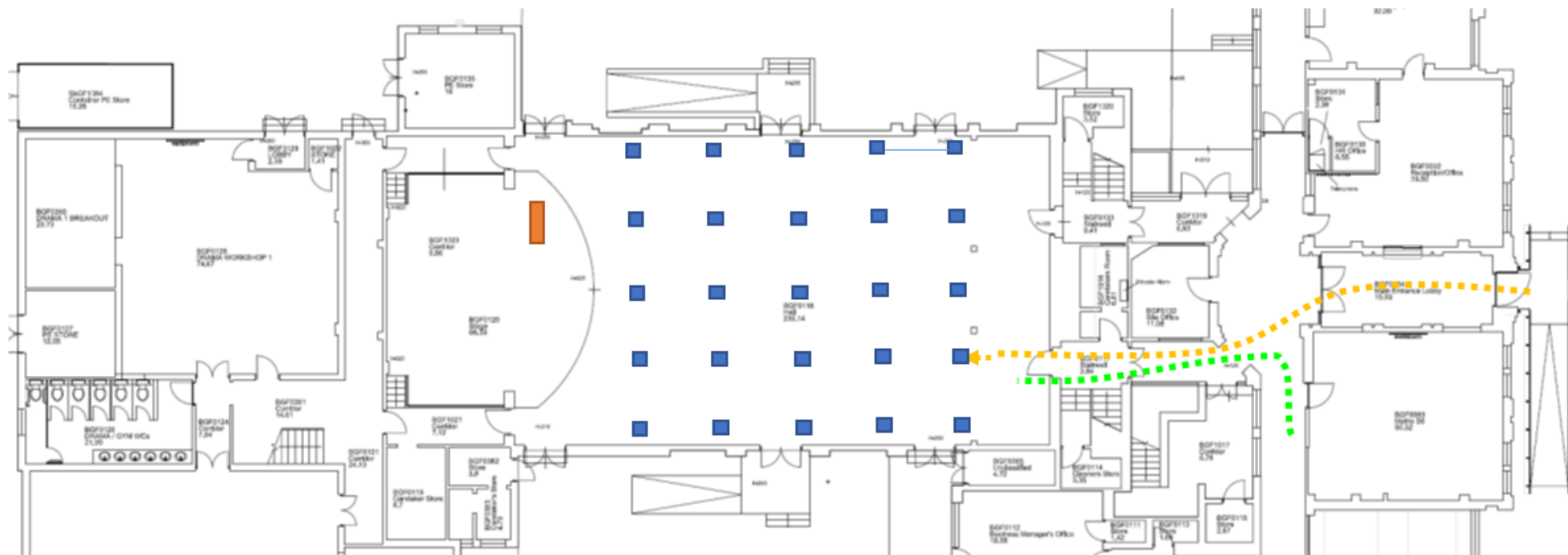
ENTERING THE SCHOOL AND SOCIAL DISTANCING



 Entrance to Hall
 Entrance to OC09
 Entrance to Canteen
 Chevrons to reinforce social distancing requirements

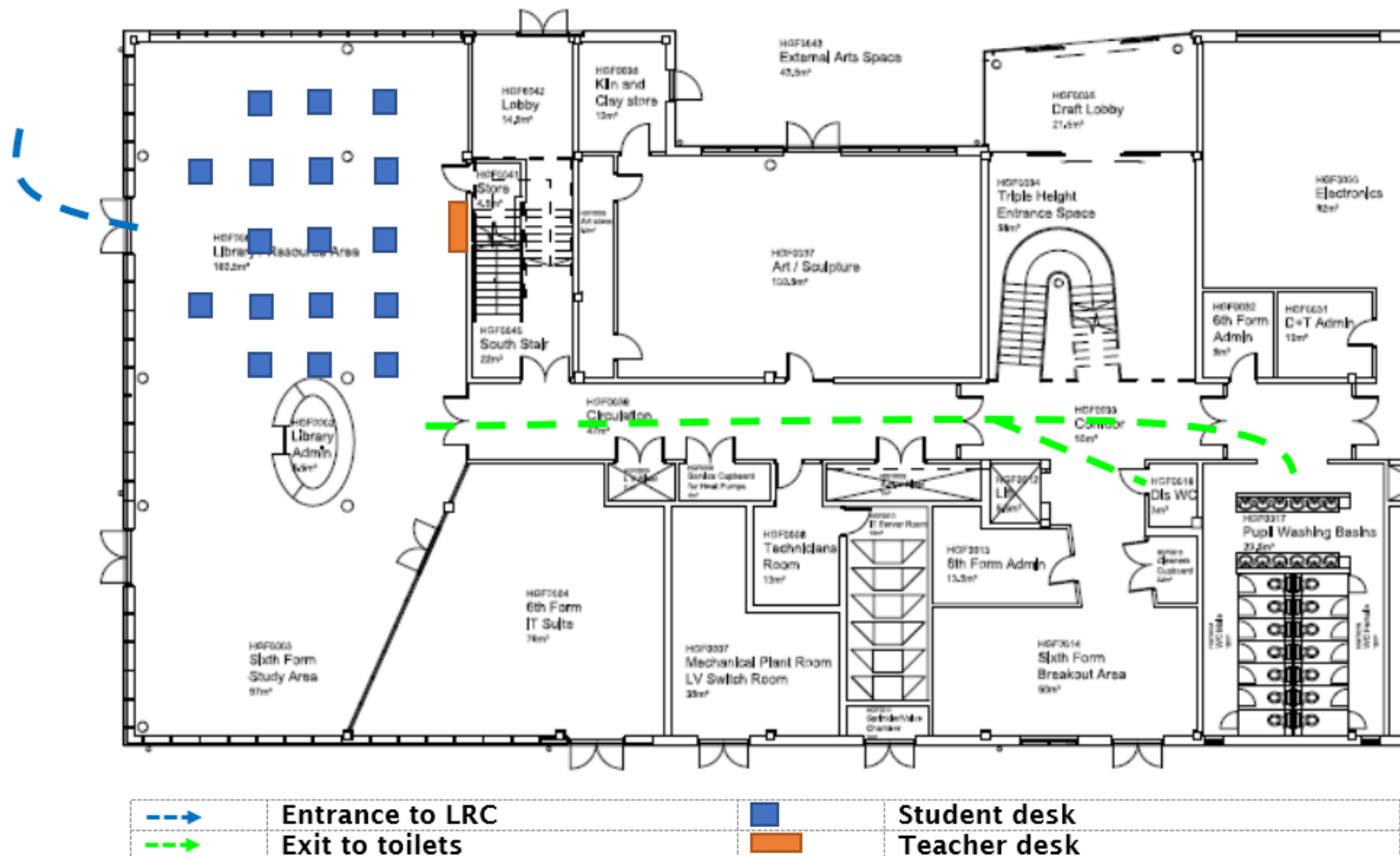
 Entrance to HC04 & HS08+HS11
 Entrance to LRC
 Entrance to OS01
 Entrance to OS02

SCHOOL HALL

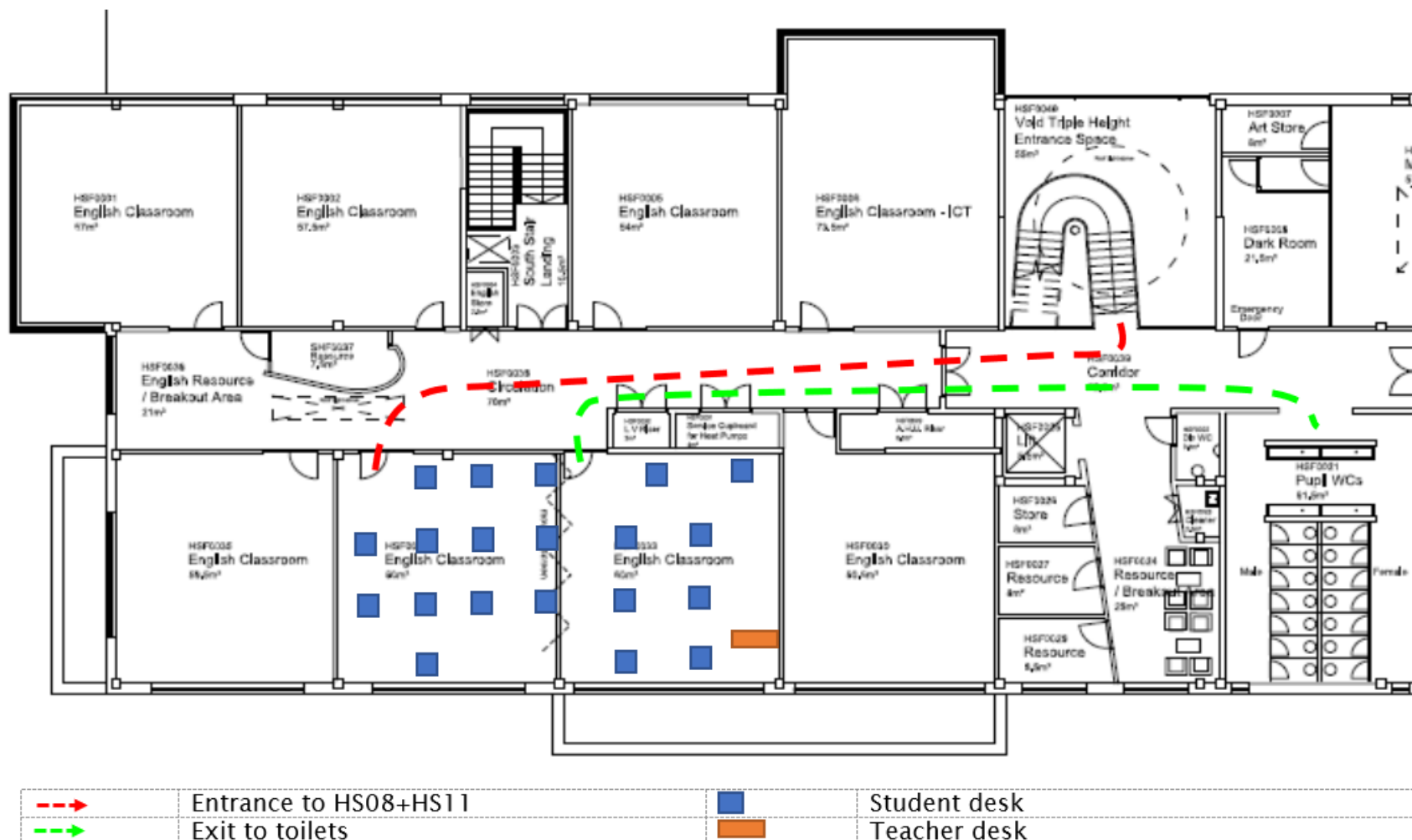


	Entrance to Hall
	Exit to toilets to First Floor
	Student desk
	Teacher desk

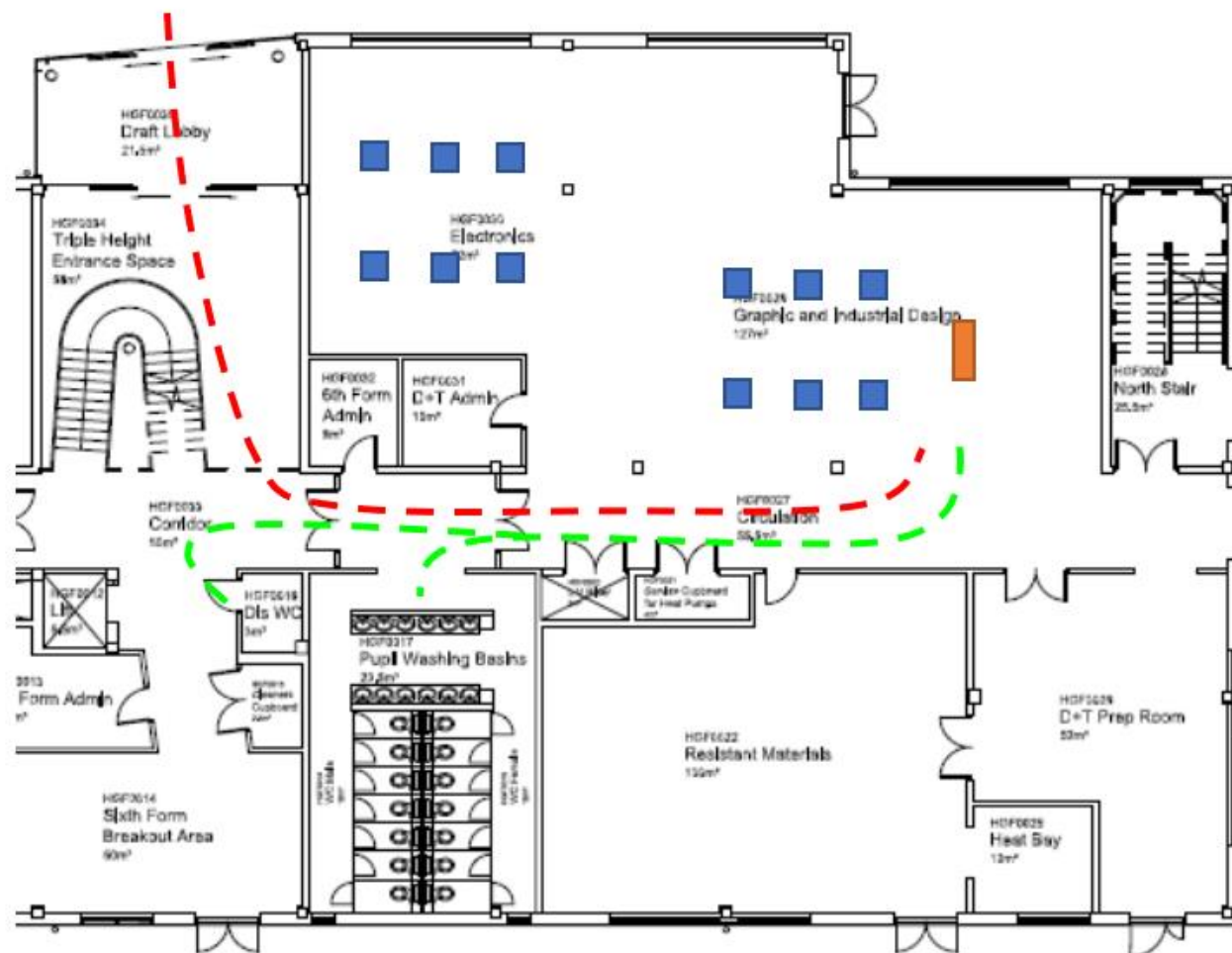
LRC



HS08+HS1 1



HG04



	Entrance to HG04		Student desk
	Exit to toilets		Teacher desk

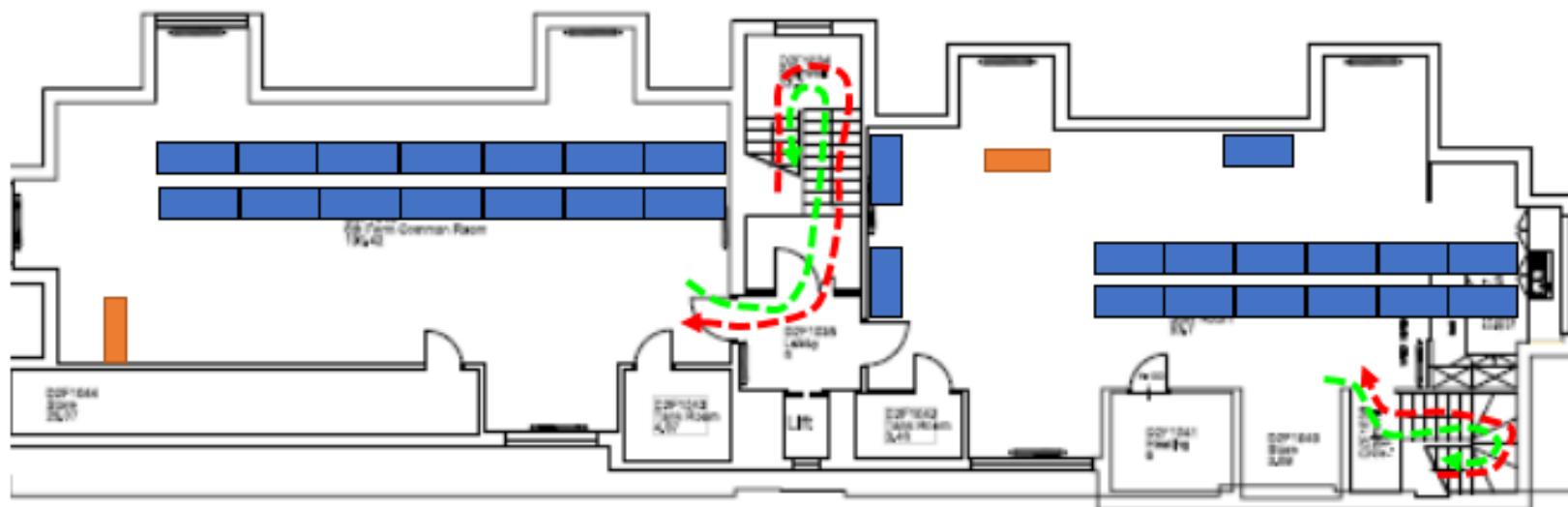
HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19





OG09



Student desk + PC
Teacher desk

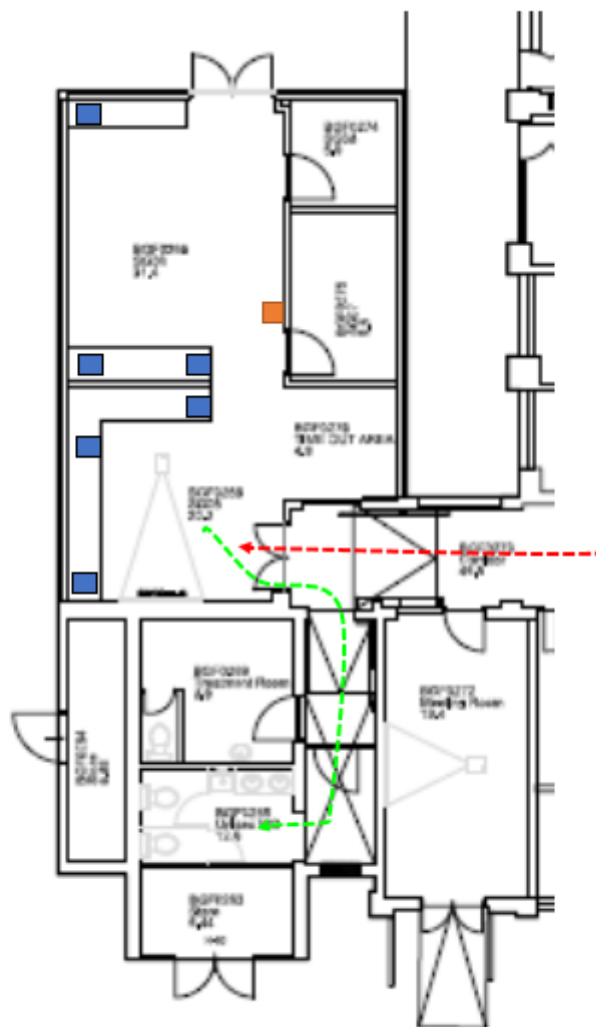
OS01 & OS02



	Entrance		Student desk + PC
	Exit to Ground Floor toilets		Teacher desk

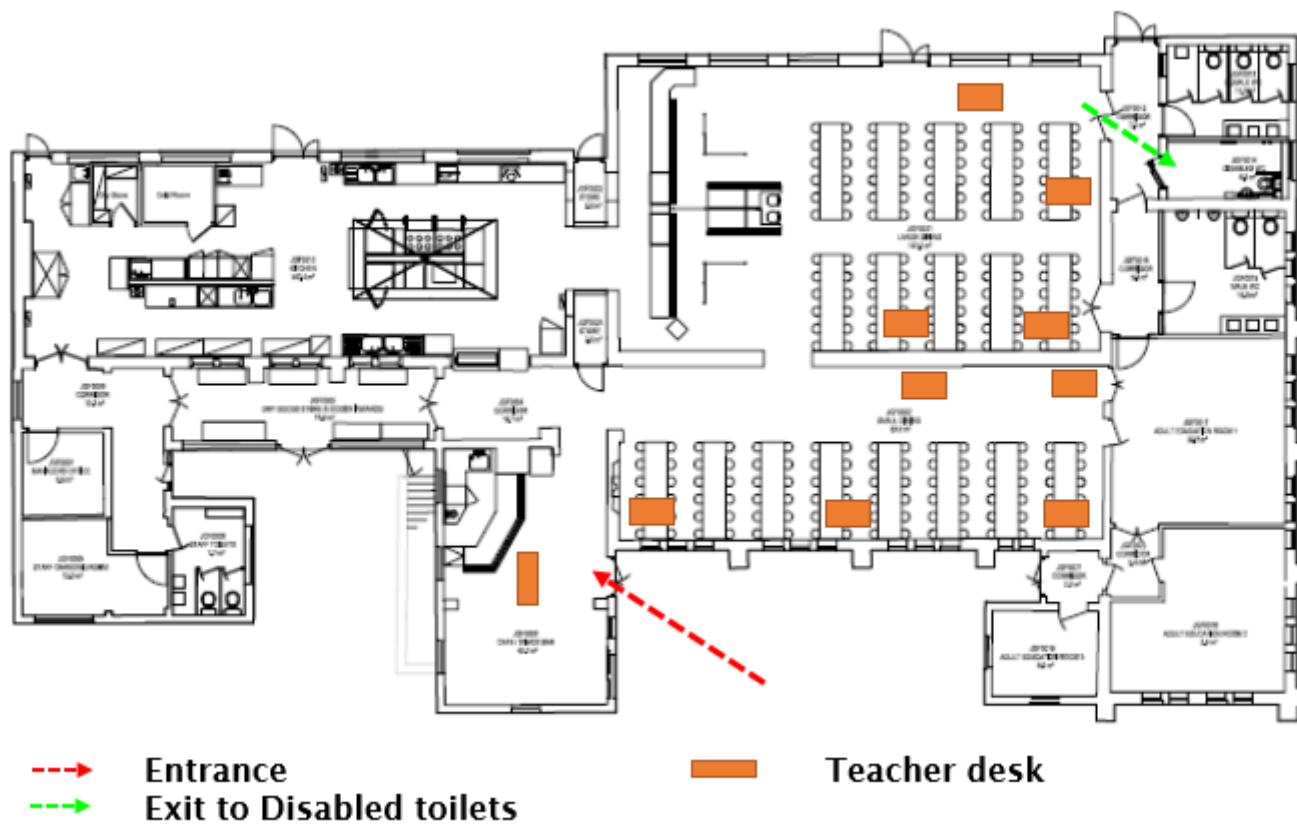
HESTON COMMUNITY SCHOOL RISK ASSESSMENT COVID-19

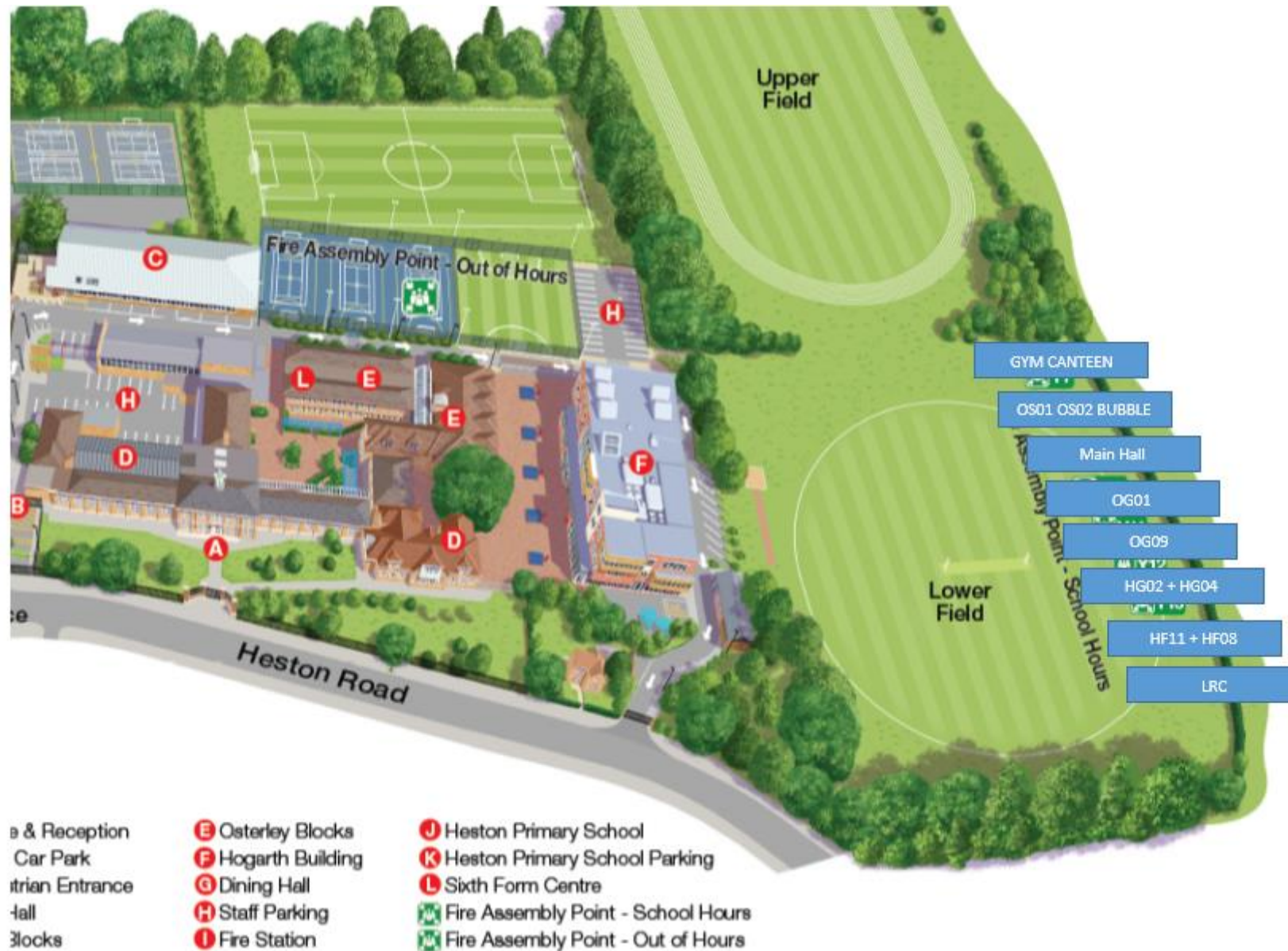
BUBBLE



-->	Entrance	■	Student desk + PC
-->	Exit to Ground Floor toilets	■	Teacher desk

CANTEEN





COVID 19 PPE AND CLEANING SUPPLIES AUDIT

27 MAY 2020

		In Stock	Ordered
Hand Sanitiser	5L	23x5 = 115L	4x5L=20L
	500ml	150 bottles	
	300ml	200 bottles	
Gloves	XL	5 boxes x 100	
	L	5 boxes x 100	4 boxes x 100
	M		7 boxes x 100
Masks	Blue	250	
	White	500	
Wipes		2 boxes	20 boxes x 120 wipes + 200 packs x
Disinfectant Cleaners		Sanitary cleaner - 34L	15 Litres
Cloth for cleaning		120 cloths	
Tissues		48 boxes	96 Boxes
First Aid Aprons			200
Shields/Goggles			10
Mouth Shields for CPR			10
Digital Thermometers			6
Anti bac surface cleaner		12x750ml and 30 Litres Dettol - 500ml x 4 = 2L	25 Litres
Freshit surface cleaner		10L	25 Litres
Spray and wipe anti bac			20 Litres