

## Heston Community School COVID 19 Risk Assessment

<b>People at Risk:</b>	Students, Staff, Visitors and Contractors				
<b>Assessment carried out by:</b>	SLT, ABM, FPM	<b>Date:</b>	03.03.22	<b>Date of Review:</b>	TBC – New Government Guidance
<b>Hazard:</b>	Contracting Covid-19: High temperature or a new, continuous cough, or a loss of taste/smell				

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**
<b>1. Prevention of spread</b>						
<b>1.1 Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school</b>	5	2	10	<ul style="list-style-type: none"> <li>No students and staff should come to School if they have coronavirus symptoms or have tested positive in the last 5 days</li> <li>Any student or staff member developing symptoms during the day will be isolated and sent home and required to isolate for a minimum of 5 days if they receive a positive LFT or PCR test</li> <li>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</li> <li>A reserve isolation room has been allocated in the event that more than one student needs to be isolated</li> <li>Parents/carers and staff will receive clear communication on these guidelines</li> <li>Students and staff should provide evidence of two consecutive LFTs, after day 5, before coming back to School</li> </ul>	SLT Ongoing	5
<b>1.2 Ensuring staff and students clean hands thoroughly</b>	5	2	10	<ul style="list-style-type: none"> <li>Wall mounted sanitisers will be placed at entrance points to buildings and in corridors</li> <li>Posters will be put up to remind staff and students of the importance of washing hands</li> </ul>	DJO Ongoing	5
<b>1.3 Ensuring good respiratory hygiene</b>	5	2	10	<ul style="list-style-type: none"> <li>Classroom windows will be kept open, when possible, in Osterley and Sutton to aid ventilation</li> <li>The mechanical ventilation systems in Hogarth will be run continuously, with air recirculation switched off</li> <li>Carbon Dioxide Monitors will be used to monitor the ventilation in rooms and appropriate actions taken if this is above recommended levels</li> <li>Masks may be worn by staff and students inside</li> </ul>	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**
<b>1.4 Ensuring enhanced cleaning, including cleaning frequently touched surfaces often using detergents and bleach</b>	5	2	10	<ul style="list-style-type: none"> <li>• An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection to include enhanced cleaning of classrooms, canteen and toilets</li> <li>• To ensure high standards of hygiene are maintained, there has been extra capacity introduced and reconfiguration of the Cleaning Rota</li> <li>• Cleaning is focused on surfaces that are regularly touched such as door handles, light switches, stair rails, desks etc.</li> <li>• Cleaners follow the PHE revised guidance on COVID-19: Cleaning of non-healthcare settings</li> <li>• Antiviral wipes, or equivalent alternative that guarantee 'kills 99.9% of viruses' are provided in every workspace</li> <li>• 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</li> </ul>	DJO Ongoing	5
<b>1.5 Minimising contact and mixing between individuals and maintaining social distancing</b>	5	2	10	<ul style="list-style-type: none"> <li>• Unauthorised visitors will not be allowed on site</li> </ul>	SLT Ongoing	5
<b>1.6 Ensuring classroom measures limit the spread of disease</b>	5	2	10	<ul style="list-style-type: none"> <li>• Masks may be worn by staff and students inside</li> </ul>	SLT Ongoing	5
<b>1.7 Ensuring outside of classroom measures limit the spread of disease</b>	5	2	10	<ul style="list-style-type: none"> <li>• Students will be kept in their allocated Key Stage zones at break and lunch</li> </ul>	DJO/SLT Ongoing	5
<b>1.8 Ensuring parental behaviour limits spread of disease</b>	5	2	10	<ul style="list-style-type: none"> <li>• Parents will be asked to wait for children on the other side of Heston Road</li> <li>• Technology will be used to limit the number of parental meetings on site</li> </ul>	SLT Ongoing	5
<b>1.9 Ensuring PPE is worn when necessary</b>	5	2	10	<ul style="list-style-type: none"> <li>• 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</li> <li>• If a student requires emergency, intimate attention and the 2m distance cannot be maintained, staff should wear the PPE provided</li> <li>• Each First Aider will be provided with PPE and trained on its use and disposal</li> </ul>	SLT Ongoing	5
<b>1.10 Ensuring staff, parents/carers and visitors, engage with the NHS Test and Trace Process</b>	5	2	10	<ul style="list-style-type: none"> <li>• The School will encourage staff, students and parents to inform possible contacts, now that the NHS Track and Trace Process is limited.</li> </ul>	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**
<b>1.11 Ensuring staff manage confirmed cases of coronavirus amongst the school community effectively</b>	5	2	10	<ul style="list-style-type: none"> <li>Close contacts will no longer be required to self- isolate</li> <li>Close contacts should wear a mask in public areas and be vigilant to the signs of symptoms</li> <li>The School will cooperate with Public Health Teams as required</li> </ul>	SLT Ongoing	5
<b>1.12 Ensuring shared staff spaces are safe</b>	5	2	5	<ul style="list-style-type: none"> <li>Staff should disinfect hands before touching communal equipment such as photocopiers or kettles</li> </ul>	SLT Ongoing	5
<b>1.13 Use of Lateral Flow Tests</b>	5	3	15	<ul style="list-style-type: none"> <li>The use of LFTs twice a week is no longer required by the Government</li> <li>The School will provide staff with LFTs, if they test positive, whilst stocks permit</li> </ul>	SLT Ongoing	10
<b>2. School Operations</b>						
<b>2.1 Minimising risk on public transport</b>	5	2	10	<ul style="list-style-type: none"> <li>Parents/carers, students and staff will be encouraged to cycle or walk to school</li> <li>Parents/carers, students and staff will be signposted to the TFL guidance on safe use of public transport</li> </ul>	SLT Ongoing	5
<b>2.2 Ensuring attendance remains high</b>	2	2	4	<ul style="list-style-type: none"> <li>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</li> <li>Clear and consistent expectations of school attendance will be communicated with families</li> </ul>	SLT Ongoing	2
<b>2.3 Ensuring that students that are self-isolating, or shielding have access to remote provision</b>	2	3	6	<ul style="list-style-type: none"> <li>Where students are unable to attend school, because they are complying with clinical and/or public health advice, teachers will provide remote education.</li> </ul>	SLT Ongoing	3

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**
<b>2.4 Ensuring high levels of staff well-being</b>	2	3	6	<ul style="list-style-type: none"> <li>All aspects of the risk assessment will be shared with staff, allowing for feedback</li> <li>Any deficiencies in the risk assessment should be raised with Line Managers so that these issues can be addressed</li> <li>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</li> <li>An individual risk assessment will take place if required and the School will endeavour to accommodate additional measures</li> <li>Whole staff briefing will take place over Zoom</li> <li>ECTs will have extensive support, mindful of the fact their ITT was cut short</li> <li>NQTs +1 will be given an additional non-contact lesson to focus on their continued professional development</li> <li>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</li> </ul>	SLT Ongoing	3
<b>2.5 Ensuring support staff are deployed effectively</b>	2	5	10	<ul style="list-style-type: none"> <li>Masks may be worn by staff and students inside</li> <li>Individual risk assessments will be completed if requested</li> <li>Classroom support staff will not be expected to teach whole classes</li> </ul>	SLT Ongoing	5
<b>2.6 Minimising the use of Supply Teachers</b>	2	2	4	<ul style="list-style-type: none"> <li>An additional permanent Cover Supervisor has been employed</li> <li>All supply teachers will be fully briefed hygiene requirements</li> </ul>	SLT Ongoing	2
<b>2.7 Ensuring high levels of student well-being</b>	2	2	4	<ul style="list-style-type: none"> <li>Students at greater risk will have an individual risk assessment</li> <li>The Well-being Hub, with full time counsellor and learning mentor will provide support for students demonstrating anxiety, bereavement or depression</li> <li>Teachers were given training on how to support student well-being in the September inset days</li> <li>The Pastoral Curriculum will be redesigned to support resilience, mental health and well-being including anxiety, bereavement and sleep issues</li> </ul>	SLT Ongoing	2
<b>2.8 Ensuring students have access to catering and Free School Meals</b>	3	2	6	<ul style="list-style-type: none"> <li>Students will be required to sanitise upon entry to canteen</li> <li>Students will not be able to "top up" using cash points – but instead parents must use their online parent pay accounts</li> </ul>	SLT Ongoing	3
<b>2.9 Ensuring the School site is safe</b>	3	2	3	<ul style="list-style-type: none"> <li>The usual pre-term building checks will be undertaken, following guidance from the Chartered Institute of Building Services Engineers</li> </ul>	DJO Ongoing	3
<b>2.10 Minimising the risk from educational visits</b>	5	2	10	<ul style="list-style-type: none"> <li>All educational visits will be fully risk assessed</li> </ul>	SLT Ongoing	5
<b>2.11 Minimising the risk from extracurricular provision</b>	5	2	10	<ul style="list-style-type: none"> <li>Extracurricular clubs will be allowed to take place with students from different year groups</li> </ul>	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**
<b>2.12 Minimising the risk from external contractors</b>	5	2	10	<ul style="list-style-type: none"> <li>All contractors will be briefed on the School's Risk Assessment, NHS Track and Trace expectations and hygiene requirements</li> </ul>	DJO Ongoing	5
<b>2.13 Minimising the risk from lettings</b>	5	2	10	<ul style="list-style-type: none"> <li>Lettings will recommence, in line with Government guidance</li> </ul>	DJO Ongoing	5
<b>3 Curriculum, behaviour and pastoral support</b>						
<b>3.1 Ensuring the curriculum remains broad and ambitious</b>	2	2	4	<ul style="list-style-type: none"> <li>Curriculum Leaders will work collaboratively with their teams to identify the most important missed content to prioritise.</li> <li>There will be drive on literacy across the curriculum</li> <li>Regular formative assessment will be used to identify and address the gaps in students learning</li> <li>Remote education provision, through SMHW and Microsoft Teams will be available for isolating students</li> </ul>	SLT Ongoing	2
<b>3.2 Ensuring that examination students are prepared for Summer 2021</b>	2	2	4	<ul style="list-style-type: none"> <li>The School will prepare all students for Summer 2022 examinations and follow the DFE content amendments</li> </ul>	SLT Ongoing	2
<b>3.3 Ensuring safe music provision</b>	5	2	10	<ul style="list-style-type: none"> <li>School choirs will commence in well ventilated spaces</li> </ul>	SLT Ongoing	5
<b>3.4 Ensuring safe PE provision</b>	5	2	10	<ul style="list-style-type: none"> <li>The Head of PE will design the curriculum to minimise risk following guidance from Sport England and Association for Physical Education</li> </ul>	HoS Ongoing	5
<b>3.5 Ensuring student emotional and mental well-being is supported</b>	3	2	6	<ul style="list-style-type: none"> <li>The Well-being Hub, with full time counsellor and learning mentor will provide support for students demonstrating anxiety, bereavement or depression</li> <li>Teachers will be given training on how to support student well-being in the September inset days</li> <li>The Pastoral Curriculum will be redesigned to support resilience, mental health and well-being including anxiety, bereavement and sleep issues</li> </ul>	SLT Ongoing	3
<b>3.6 Ensuring student behaviour minimises the spread of the disease</b>	5	2	10	<ul style="list-style-type: none"> <li>The School will work with local services to ensure that students with additional needs are supported for a smooth return to school</li> <li>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</li> <li>The Behaviour policy will be updated to include actions and sanctions during remote learning</li> </ul>	SLT Ongoing	5
<b>4 Assessment</b>						
<b>4.1 Ensuring safe provision of examinations</b>	5	2	10	<ul style="list-style-type: none"> <li>Examinations will take place in well ventilated areas</li> </ul>	SLT Ongoing	5
<b>4.2 Ensuring assessment is used to identify and address gaps in student learning</b>	2	3	6	<ul style="list-style-type: none"> <li>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</li> </ul>	SLT Ongoing	3

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**
<b>5 Contingency planning for outbreaks</b>						
<b>5.1 Application of Outbreak Contingency Plan</b>	5	2	10	<ul style="list-style-type: none"> <li>In the event of several cases within 14 days the School will follow guidance from the Local Health Protection team regarding the requirements for large groups of students to isolate or the introduction of rota systems</li> </ul>	SLT ongoing	5
<b>5.2 Ensuring the School has capacity to offer immediate remote education</b>	5	2	10	<ul style="list-style-type: none"> <li>A Digital Lead has been hired to lead on staff training and support Curriculum Teams in our continued need for blended learning</li> <li>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</li> </ul>	SLT Ongoing	5
<b>6 Governance</b>						
<b>6.1 Lack of Governor oversight leads to the school failing to meet statutory requirements</b>	2	2	4	<ul style="list-style-type: none"> <li>The Governing Body continues to meet regularly</li> <li>The Governing Body agendas are structured to ensure all statutory requirements are discussed and School Leaders are held to account for their implementation</li> <li>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</li> <li>Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place</li> <li>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</li> </ul>	NPH Ongoing	2
<b>7 Risk Assessment</b>						
<b>7.1 Ensuring the Risk Assessment is shared with all stake holders</b>	2	2	4	<ul style="list-style-type: none"> <li>The risk assessment will be created in consultation with Senior and Middle Leaders and Union Representatives</li> <li>The risk assessment will be circulated to all staff and published on the School website</li> <li>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</li> <li>Parents/carers will be invited to give feedback through the <a href="mailto:info@hestoncs.org">info@hestoncs.org</a> email address</li> <li>The risk assessment will be shared with all contractors</li> </ul>	SLT Ongoing	2

## 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