

 Queensway	Risk Assessment of (task/ area) Managing the Transmission of Coronavirus for Managers PLEASE NOTE THAT THIS RISK ASSESSMENT WILL BE UPDATED AS AND WHEN NEW INFORMATION OR CONTROLS ARE IMPLEMENTED						Carried out by: KH/JB
Date: 01.09.2020	Review date: 31.10.20	Specialist assessment needed**:					
What are the hazards?	Who might be harmed and how?	What are we already doing?	Risk rating* L,M or H	What further action is necessary?	By whom ?	By when?	Done
Managing pupils in smaller bubbles to reduce contact with larger groups	Pupils and staff	Staggered start times Zones in place for lower school, KS3 and KS4 (QS) One-way system Staggered lunch times for pupils (QS) Transport in place for pupils in the same bubbles. Identified entrances for groups (QS) North – one-way system outside transition ensuring social distancing Individual equipment for all pupils	L	All pupils will sanitise their hands on arrival and temperature will be taken. Masks to be offered for communal spaces Pupils over 12 to wear facemasks when travelling if they want to (all Queensway pupils are exempt) All paper masks to be disposed of on arrival using a lidded bin unless the child chooses to . Reuse. It will then be put in a bag for use during communal times and for the journey home. This can be kept on their person for communal times in a sealed bag.			

				<p>Students will be instructed not to touch the front of their face covering during use or when removing it and they will dispose of it in a black bag waste bin,</p> <p>They will sanitise hands both before and after the removal of mask.</p>			
Transport	Pupils	<p>Pupils will only travel with other pupils in their bubbles.</p> <p>Masks can be worn if chosen to.</p> <p>Risk assessment from transport in place</p> <p>Staggered start and finish times.</p>		<p>Pupils over 12 to wear facemasks when travelling if they want to (all Queensway pupils are exempt)</p> <p>All paper masks to be disposed of on arrival using a lidded bin or to be kept on their person in a sealed bag for use throughout the day.</p> <p>Hands to be sanitised as soon as pupils arrive in school.</p>			
Managing pupils that are presenting symptoms or	Pupils and Staff	<p>Parents/carer will be contacted as soon as possible, in the event of being unable to contact the parent/carer the emergency contact will be contacted.</p>		<p>Support for parents/carers in following latest guidance</p> <p>Consider individual health implications and those with weakened immune</p>			

<p>Managing pupils that are a potential case or a confirmed case</p>		<p>Parent/carer will be required to collect their child from school – the pupil will be unable to travel in school transport and staff will not be permitted to transport the pupil in cars due to risk.</p> <p>The pupil will go into the medical isolation room and will be given PPE. Staff will also be given PPE to wear.</p> <p>Has pupil had contact with a confirmed case of COVID-19 in the last 14 days –if so they need to report to the local Health Protection Team Immediately.</p> <p>Parent/carer to arrange a COVID 19 test Close Contacts of confirmed cases will be given advice by PHE.</p> <p>Parents/carer to take advice from NHS 111 and self-isolate as necessary.</p>		<p>systems</p> <p>Work to be given or online platform in place if the pupil is well enough to access education.</p> <p>There will be an increased amount of verbal feedback for pupils' work. Teachers will wear gloves for marking and change such gloves after marking each bubble.</p> <p>If at any point there is a confirmed case within the school that has used tissues that have been disposed in a designated bin this waste should be sealed and put to one side and PHE will advise how to dispose of this</p> <p>If at any point a child tests positive, the person should isolate for at least 10 days.</p>			
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		The medical isolation room will be the meeting room at both sites to be used for staff and pupils if needed. PPE is in place at both sites.					
<p>Transmission of Coronavirus</p> <p>Someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)</p> <p>Poor infection control precautions</p>	<p>Pupils</p> <p>Staff</p> <p>Customers</p> <p>Members of public</p>	<p>Frequent hand-washing, after contact with main transmission areas in the working environment.</p> <p>Identified cleaning for handles, toilet seats and telephones daily.</p> <p>Paper towels to be in the toilets with hand dryers only in use if no paper towels.</p> <p>Lidded bin will be in all classrooms for use for tissues and paper towels.</p> <p>Larger lidded bins to be added for toilets.</p> <p>Hand sanitiser is available all classrooms, front office and staffroom.</p> <p>Within working</p>	L	<p>Any concerns see government information on Coronavirus or call NHS 111 or the councils dedicated advice line.</p> <p>Increase cleaning of hand contact areas in working environment</p> <p>Provision of anti-bacterial wipes.</p> <p>Effective welfare facilities available</p> <p>Consider staff that can't immediately access hand wash facilities (see risk rating table) – provide hand gel sanitiser Put hand wash posters up</p>			

		<p>environment enhanced standard infection prevention and control practices.</p> <p>Effective hand washing using soap and water for 20 seconds.</p> <p>Staff with symptoms of respiratory infection to practice cough etiquette (maintain distance, cover coughs and sneezes with disposable tissues or clothing, and wash hands).</p> <p>Catch it, Bin it, Kill it.</p> <p>Avoid close contact with people suffering from respiratory infections.</p> <p>All meeting to be held via TEAMS wherever possible or when face to face ensuring social distancing is in place, no</p>		<p>Put Catch it, bin it poster up</p> <p>Employees are not required to wear face masks to protect against the virus whilst teaching in school but may choose to if they prefer.</p> <p>Ensure that steps taken by the school are clearly displayed by poster in reception areas.</p> <p>All rooms will be ventilated where possible with doors and windows open.</p> <p>Any use of peripatetic teachers will be minimal. They will move between sites where appropriate, and they will comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils Where a teacher is</p>			
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		visitors allowed into school unless agreed by the Headteacher and in need of an emergency. Staff are not to attend any meeting off site unless agreed by the Headteacher and if absolutely vital.		operating on a peripatetic basis, and operating across multiple groups or individuals, they will not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19)			
Dissemination of appropriate effective information for staff	Staff	<p>PD day to inform staff of current information. Daily briefing session at the end of the day to all staff to give current factual advice and updates Meetings on TEAMS to share information</p> <p>Email updates</p> <p>FAQ's for staff</p> <p>Weekly hot topics to ensure and maintain priority controls i.e. hand wash techniques Catch it, bit it, kill it What to if's, FAQ's Self-isolating Etc</p>	L	<p>Target audience depending on risk and level of response needed by government</p> <p>Dedicated contact number for staff and members of the public.</p>			
Managing staff that are vulnerable, have	Staff	Individual risk assessment to be in place for all staff		Staff to be kept informed of all relevant information.			

<p>underlining health conditions and have previously been shielding.</p>		<p>as listed.</p> <p>PPE to be offered to all staff. Support for emotional health and wellbeing in place and overseen by the headteacher. Access to online counselling in place.</p>		<p>Access to testing and antibody tests</p> <p>Information to be resent for emotional support.</p>			
<p>Managing staff that are presenting symptoms or</p> <p>Managing staff that are a potential case or a confirmed case</p>	<p>Staff</p>	<p>Staff to leave school site ASAP to avoid contact with other. Staff must go to the medical isolation room and wear PPE. Has employee had contact with a confirmed case of COVID-19 in the last 14 days –if so they need to report to the local Health Protection Team Immediately. It is an expectation that staff arrange a COVID 19 test ASAP and update the Headteacher with the outcome in line with the attendance policy.</p>		<p>Coronavirus Advice for Managers (HR guidance)</p> <p>Consider individual health implications and those with weakened immune systems</p> <p>Seek advice from Occupational advice if needed</p> <p>Staff to be instructed to take their laptops home every night to be able to work from home.</p> <p>Identify isolation room seek advice from Internal Health and Safety if any</p>			

		<p>Close Contacts of confirmed cases will be given advice by PHE.</p> <p>Staff to take advise from NHS 111 and self-isolate as necessary and if they can work from home</p> <p>Isolation room will be the meeting room to be used for staff and pupils if needed.</p>		<p>doubt</p> <p>If at any point there is a confirmed case within the work place that has used tissues that have been disposed in a designated bin this waste should be sealed and put to one side and PHE will advise how to dispose of this</p>			
Managing staff that have come into contact with someone who is self isolating or is a possible confirmed case	Staff	Staff to take advise from NHS 111 and self-isolate as necessary and if they can work from home.		<p>Staff instructed to take their laptops home every night to be able to work from home</p> <p>Coronavirus Advice for Managers (HR guidance)</p>			
Managing staff that are presenting symptoms or becomes unwell whilst at work and have travelled from listed country that have returned to work	Staff	<p>Confirm that the member of staff has travelled from a specified country or area in the 14 days before the onset of illness</p> <p>The unwell employees must be removed to an area which is at least 2</p>		<p>If possible find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.</p> <p>Identify isolation room if no first aid room on site</p>			

		metres away from other people. If they are well enough and have driven to work then in this instance they should be instructed to go home, self-isolate and call NHS111 Close contact within a work setting is defined being within 2 metres		Coronavirus advice for Managers (HR guidance)			
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Risk rating system*

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (eg no previous history)	1
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	2	Possible (eg similar incidents have happened in the past)	2
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (eg same situations have happened in the past)	3

FATAL	DEATH	5	Highly probable (eg has occurred recently here or in another organisation)	5

Probability score x Severity score = Risk Rating total

Risk rating total

- 1-4 low risk
- 5-10 medium risk
- 15-25 high risk

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.