

RISK ASSESSMENT EHS SEPTEMBER 2020

EDGBASTON HIGH SCHOOL FOR GIRLS	Date assessment undertaken 28/08/2020 Reviewed 30/08/2020	Assessment undertaken by: Lara Batchelor and Wayne Hayes
Activity: Full opening September 2020	Review dates: 02.09.20 03.09.20; 04.09.20. Weekly from 07.09.20 in Autumn Term	Signature: L BATCHELOR

Overview

Edgbaston High School for Girls (EHS) will open fully for the academic year 2020-2021 from September 1st.

Lara Batchelor (Director of Co-curricular and Compliance Officer) and Wayne Hayes (Deputy Facilities manager and Compliance Officer) will oversee the implementation of the Re-opening logistical and operations plan with approval from Clare Macro (Headmistress) and Sally Hartley (Head of the Preparatory School).

The operating plans will require support and flexibility from the EHS community. All measures aim to enable our school to offer a full and comprehensive learning approach that support practical logistics.

Each EHS school year group can be considered to be one class (where needed and appropriate). This will enable the children to access the curriculum learning that they require and for teachers to deliver that learning.

This risk assessment is a dynamic and working document. Constant review, update and discussions will occur to reduce the risk of transmission of Covid 19 within the school community.

This Risk assessment will require a My concern sign off by staff of EHS to acknowledge reading the document.

This Risk assessment will be available for parents on the parent section of the EHS website.

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. As school community we are best placed to understand the needs of our school communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The Department of Education insists of these System of controls: This is the set of actions EHS must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise 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
- 2) Where recommended, use of face coverings in school
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard recommended products.
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community

10) contain any outbreak by following local health protection team advice			
Numbers 8 to 10 must be followed in every case where they are relevant			
Area of Control	Control Measures	Any further action/altere d measures/ points to note	Implemented by: Initials
1.Communication To staff, parents, pupils and all parties on site	<p>All staff, pupils and any persons likely to come to EHS site will be informed that they must not attend if they are displaying any symptoms of Coronavirus: COVID-19: guidance for households with possible coronavirus infection)</p> <p>All staff and pupils will be required to follow the most up to date Government guidelines for returning from areas affected by Covid-19.</p> <p>National Institute for Health Protection (previously Public Health England ,PHE) guidance for schools will be monitored and followed in all communications with staff, students, parents/carers, visitors and contractors: https://www.gov.uk/government/publications/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-educationand-childcare-settings</p> <p>Clear communication will be sent regularly to parents and pupils.</p> <p>Pupils will be advised of recommendations on transport to and from school and directed to Guidance on safe travel.</p> <p>Staff will be advised about the EHS full Re-opening Plan. Staff will be advised of the safety measures and timetable changes (as appropriate).</p> <p>There will be advance communication with any contractors and suppliers that attend the EHS site.</p>		<p>CAM and SH</p> <p>CAM, SH, ACC, SER, CR, AA</p> <p>LMB, WH</p> <p>CAM,SH,ACC,SER, CR, AA</p> <p>CAM, SH</p> <p>CAM,SH, SER, JER, LMB,WH</p> <p>WH, SW, LMB</p>

	<p>There will be constant communication with cleaning and housekeeping staff about the additional cleaning requirements and additional hours have been agreed to allow for this.</p> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>		WH, SW
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<p>2.Access to EHS</p>	<p>Pupils and parents will be informed of entry points for each year group to the school. Signage will also detail year groups.</p> <p>Pupils will be monitored entering/leaving the site to assist with social distancing.</p> <p>Visitors to the site must be pre- planned and a discussed with a member of SMT and/or LB/WH. Visitors should be informed (by the staff member they are visiting) that on arrival their temperature will be checked. A temperature (after 2 readings) of 37.8 will not be admitted onto the school site. Visitors will also be asked to acknowledge the following points prior to and on arrival.</p> <p><u>VISITORS TO EHS</u></p> <p>All visitors must agree the following statement upon signing-in to EHS:</p> <ul style="list-style-type: none"> ✓ I am not exhibiting any common flu symptoms i.e. fever or cough ✓ I have not had any person-to-person contact with someone has exhibited coronavirus symptoms in the last 7 days. ✓ I have not visited an area where there has been a significant outbreak, such as coronavirus or influenza, in the last 14 days <p>All visitors/staff/students will be required to sanitise hands on arrival. Signing in/out should be with their own pen.</p> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>		<p>CAM, SH</p> <p>Teaching Staff & HOY.</p> <p>LMB AND WH</p> <p>School Community</p>
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<p>3.Infection control</p>	<p>Contact with individuals who are unwell will be minimised as all staff and pupils who have coronavirus symptoms, or who have someone in their household who does, will be advised not to attend school and to follow Government guidance regarding self-isolating for 10 days.</p> <p>The Government does not recommend the use of masks or visors in school for regular wear in the classroom for either staff or pupils. Also, children under 11 are deemed not old enough to independently handle a mask correctly. Any pupil wearing a mask /visor to move around school will need to place the face covering in a sealed bag. Pupils are expected to have their own sealed bags. Pupils must follow up to date guidelines for the application and removal of face coverings.</p> <p>Staff may wear a face covering as they move around school and in a situation where 2m cannot be maintained from colleagues. Staff should provide their own face coverings. Staff wearing a face covering must follow up to date guidelines for the application and removal of face coverings.</p> <p><u>Cleaning</u> EHS will follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>All cleaners will wear disposable gloves and aprons and will change these after cleaning each separate area.</p> <p>All staff will have sanitiser sprays, cloths and anti-viral wipes to clean surfaces that they or their students may touch, applying the principle 'If you use it-wipe it '. Pupils will also follow the guidelines</p> <p>All areas and surfaces will be cleaned and disinfected prior to reopening.</p> <p>All National Institute for Health Protection guidance on cleaning will be followed which will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. Cleaning log established and checked.</p>		<p>CAM and SH</p> <p>All staff</p> <p>LMB and WH</p> <p>AT, housekeeping, WH and SW.</p> <p>School community</p> <p>Housekeeping and AT.</p> <p>Housekeeping and AT.</p>
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<p>4.The ability to social distance (INSIDE)</p>	<p><u>Cleaning of desks in classrooms</u> Where pupils have sat at a desk for lessons each pupil in the senior school will be expected to clean their desk area. The suitability of Prep/Westbourne children enacting this will be considered. Parents will receive communication on this point.</p> <p>Sanitiser sensor stations will be located across the EHS site and will be checked each day.</p> <p>It is noted that there is no need for anything other than normal personal hygiene and washing of clothes following a day in school. The wearing of appropriate P.E kit on “P.E days” also encourages uniform washing.</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children in which case they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For children who are old enough, they should be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs.</p> <p>Staff should not meet inside school in large groups once the Autumn Term resumes.</p> <p>Face to Face contact to be avoided in all situations.</p>		<p>School community, CAM and SH</p> <p>Housekeeping and WH</p> <p>Staff body</p> <p>Staff body</p> <p>Staff body</p> <p>Staff body</p> <p>Staff body</p>
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	<p>Where and when necessary, some additional adults will be allowed to access each group which will include covering for sickness, PPA, emergency site management, pastoral staff, etc. This should be kept to a minimum and agreed by a senior leaders – this applies to all staff.</p> <p>Groups of children within the school should not mix with other year groups. Groups will be allocated a set lunch space, break space and on arrival to school and during lunch social time should remain in their form room or common room area.</p> <p>Passing in corridors poses very low risk. Senior School will have one way staircases and corridors with the exception of the blue stairs. On the blue stairs these will have a dividing line to mark up and down.</p> <p>Each year group will have a set entry and exit point to the school building and these must be adhered to.</p> <p>Adults should continue to practise social distancing and remind each other of the rules. This includes not being in each other’s classrooms or leaning, holding onto the doorframe.</p> <p>All surfaces touched must be wiped down using materials supplied.</p> <p>Posters will display max numbers on all office spaces and areas where it is appropriate. Maximum numbers set on offices and social spaces for staff must be adhered to. Social distancing measures must be stringently applied in the designated staff spaces.</p> <p>The changing rooms in the gym area, octagon, and pavilion will not be in use. Pupils will arrive in sensible and appropriate P.E kit on the allocated day. Lockers and locker room spaces not to be used by pupils in senior school.</p> <p>Rooms should be ventilated to their full capacity- achieved by opening windows, doors, balcony doors.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		<p>Whole school community support.</p> <p>Pastoral Team</p> <p>LMB, WH</p> <p>LMB, WH School community</p> <p>LMB, WH</p> <p>P.E Department. HOY, SH and ACC.</p> <p>School staff, WH and LB to check.</p>
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	<p>Suppliers will be contacted to ensure purchase of proportionate supplies of soap, anti-bacterial gel and cleaning products.</p> <p>Toilets will be cleaned and maintained throughout the day, focusing on the times after break and lunch and at the end of the day.</p> <p>The principle of 'If you use it-Wipe it 'will be promoted via signage. Lidded bins provided around the site.</p> <p>Chairs/desks/furniture surplus to requirements to be removed where possible to assist social distancing and reduce physical touch points.</p> <p>As a result, high standards of cleanliness are maintained in school.</p>		<p>WH</p> <p>Housekeeping Team</p> <p>School community, WH and LB</p> <p>Staff body and site Team</p>
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<p>5.Clinically vulnerable students</p>	<p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Further information : current advice on shielding</p> <ul style="list-style-type: none"> • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people 	<p>Additional dialogue to take place with staff members on lone working office space.</p>	<p>SMT, SER named support</p>
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<p>6.Clinically vulnerable staff</p>	<p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, EHS is expected to immediately offer them access to remote education.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p> <p>Staff who are clinically extremely vulnerable: Measures have been paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, those who are clinically extremely vulnerable can return to school in September 2020. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>Staff who are clinically vulnerable Should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing, Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		<p>SMT, SER named support</p> <p>SMT, SER named support</p>
<p>7.Staff who live with vulnerable adults</p>	<p>Individual risk assessments may be carried out for this category of staff if they must spend time within 2 metres of other people and this will include a discussion with them whether this involves an acceptable level of risk- Guidance may be sought from their GP.</p>		<p>SMT, SER named support</p>

<p>8.Expectant mothers</p>	<p>High standards of hygiene must be maintained by the member of staff.</p> <p>Staff must inform line manager if circumstances change and this will be communicated confidentially to Sarah Rees (Deputy Head Senior) and Sally Hartley (Prep).</p> <p>Staff with specific concerns should raise these with SMT and all concerns will be reviewed on an individual basis.</p> <p>As a result: All staff working with pupils are adhering to current advice.</p> <p>If expectant mothers cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and this will include a discussion with them whether this involves an acceptable level of risk Guidance from GP and mid-wife will be followed. Stage of pregnancy should also be considered.</p> <p>High standards of hygiene must be maintained.</p> <p>Staff must inform line manager if circumstances change</p> <p>Staff with specific concerns should raise these with SMT and all concerns will be reviewed on an individual basis.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		<p>LMB,CAM, SH and SER</p>
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<p>9.Home to School transport</p>	<p>Staff and students are expected to follow government guidance on how to travel safely when using either public transport or the EHS bus service https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidancefor-passengers</p> <p>EHS will comply and encourage the school community to comply at all times with government guidance on public transport.</p> <p>EHS will ensure that their drivers do not work if they, or a member of their household, are displaying any symptoms of coronavirus,</p> <p>EHS will ensure that their drivers follow hygiene rules and try to keep distance from their passengers</p> <p>Parents will be asked to book a place on the school minibuses so that the number of passengers per vehicle can be monitored to ensure there is a sufficient amount of space between passengers-where vehicle capacity allows, to help passengers spread out.</p> <p>Walking/cycling is encouraged and best practice.</p> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>		<p>Staff body</p> <p>WH, YC,SW and LMB</p> <p>Mini Bus drivers.</p> <p>Staff body</p> <p>Parent Body</p>
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<p>10. Staff providing first aid</p>	<p>There will be a Designated First Aider, predominantly the Nursing Team on site who will deal with any incidents requiring first aid.</p> <p>The First Aiders must follow updated first aid guidance including training in donning and removing additional controls when and if required.</p> <p>Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can the casualty help themselves, run wound under water, apply plaster.</p> <p>If not possible to keep 2m separation, the following: Additional Controls must be worn. Wash hands prior to donning: ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask or face visor</p> <p>Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available</p> <p>First Aid staff should be advised to how to safely don and the additional controls must be discarded in the correct way.</p> <p>First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</p> <p>CPR guidance:</p> <p>Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth.</p> <p>If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</p> <p>Call ambulance. If COVID 19 is suspected, tell them when you call 999.</p> <p>If risk of infection place a cloth/towel over the patient’s mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</p> <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-withpotential-2019-ncov</p> <p>Further Guidance for First Aiders</p> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community</p>		<p>Medical Team and First Aiders.</p>
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<p>11. Persons developing Coronavirus symptoms whilst on site</p>	<p>All staff or students who develop Coronavirus symptoms, however mild, will be sent home as soon as possible by Medical Team or SMT/LB/WH. Government guidance on self-isolating and testing MUST then be followed. They should self-isolate for 10 days and their fellow household members should self-isolate for 14 days.</p> <p>All staff and students attending EHS will have access to a test at school (dependent on government supplies arriving for the start of term) if they display symptoms of coronavirus and if they are unable to access a test quickly from the wide range of routes to testing that are locally accessible</p> <p>Whilst awaiting pick-up, any staff/students will be isolated in and around the medical Hub which is the designated separate sanitary area and will be provided with a disposable face-mask.</p> <p>The cleaning process for this area and any other rooms used by staff or students who display symptoms of Coronavirus will then follow.</p> <p>If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Core areas where the staff or pupil has visited will be cleaned with standard cleaners/disinfectants.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>		<p>LMB, WH, Medical Team</p>
<p>12. SITE management /readiness:</p>	<p>Emergency procedures & lockdown</p> <p>The fire evacuation and lockdown plans will be reviewed and any changes shared with staff. The containment procedures will be reviewed and any changes shared with staff.</p> <p>School/Area lockdown plans will be shared with staff once Government guidance is issued.</p> <p>As a result, social distancing is maintained in the event of an evacuations/safety containments.</p>		<p>WH and LMB</p>

13. Building management /readiness:	<p>Legionella</p> <p>During lockdown, appropriate measures have been put in place to monitor and flush the complete system for all hot and cold water systems (including drinking water) and the water system will be certified as safe before the buildings are reoccupied.</p> <p>As a result: The site complies with current advice.</p>		WH
14. Catering provisions and Kitchens	<p><u>Catering facilities</u></p> <p>The kitchen will be deep cleaned prior to reopening before food preparation resumes.</p> <p>Catering Staff to continue to have temperature checks on arrival and continue to follow training and instructions from the Catering Manager.</p> <p>The school kitchen will also adhere to the normal food hygiene regulations and guidance.</p> <p>School kitchens can continue to operate, but should follow suitable and appropriate recommendations from the guidance for food businesses on coronavirus (COVID-19).</p> <p>As a result: All staff are adhering to current advice.</p>		NH.LB and WH.
15. Fire systems	<p>A practice drill will be held to ensure everyone knows their roles and responsibilities and the fire alarms will be regularly tested.</p> <p>Social distancing on evacuation and at assembly points will be considered</p> <p>Consider the needs of staff/pupils who require assistance in an emergency and ensure the resources are available to carry this out.</p> <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation.</p>		WH and LMB
16. HS Checks	<p>All staff should carry out pre-use visual checks of their classrooms/areas as usual.</p> <p>Daily visual whole site checks will be carried out.</p> <p>As a result: All staff are adhering to current advice</p>		All staff Site Team

<p>Educators visiting the school</p>	<p>Upon recommencing days visits, risk assessment to be undertaken and this needs to be in conjunction with the venues own risk assessment procedures.</p> <p>At present the Government stipulates residential trips are not allowed.</p> <p>Pupil visitors from other schools not permitted at present unless it is for the business purposes of the establishment. SMT will review on individual case basis- for example, entrance procedure and other perspective pupils/families.</p> <p>Any planned educator visitors to the site would need to be fully aware of our risk assessment procedures and to sign to acknowledge understanding as detailed in visitor to site information. Planned educator visitors to site will also require temperature check on arrival.</p> <p>As a result: All staff are adhering to current advice.</p>	<p>engage learners.</p> <p>Social distancing would need to be at the forefront of any educator visitor</p>	<p>agreed by the EVC/CAM and SH at the individual schools.</p> <p>SMT, CAM, SH.</p> <p>SMT would need to know that all risks had been considered.</p>
<p>19. Medication</p>	<p>Trained First Aiders, predominantly the Nursing Team will be available to administer medicines and maintain records.</p> <p>Inhalers and epipens will be available to students if required.</p> <p>As a result: All staff are adhering to current advice.</p>		<p>Nursing Team and First Aiders.</p>
<p>20. Anxiety and stress returning to work post lockdown</p>	<p>Line managers can meet staff for one-to ones (in an appropriate space). Reasonable adjustments will be made if required and if possible. A drop in clinic will also be on offer from Mrs Sarah Rees, Deputy Head.</p> <p>As a result: Those staff concerned about returning to school are supported.</p>		<p>MMT, SER, SH</p>

Appendix: 1 Guidance for First Aiders for Covid-19

Contact with individuals who are unwell will be minimised as all staff and students who have coronavirus symptoms, or who have someone in their household who does, will be advised not to attend school and to follow Government guidance regarding self-isolating.

Guidance for first responders with symptoms of Coronavirus

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-closecontact-with-symptomatic-people-with-potential-2019-ncov>

Putting on/removing additional requirements

As per Gov.uk: COVID-19 personal protective equipment use for non-aerosol generating procedures see:

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

Member of Council	Signed
Jeremy Payne	26/8/2020
Julia Tozer	28/08/2020
Anne Howarth	25/08/2020
Corrine Fatah	
Helen Jane Arnold	
Sarah Priest	26/08/2020
Gordon Scott	26/08/2020
Martin Chitty	27/08/2020
Vanessa Nicholls	27/08/2020
Pam Tilt	