



Heathfield Community School (585)

Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: September 2020 COVID-19: Classrooms
Work Area or Activity: Covid 19 Risk Assessment Reopening September 2020 - Classrooms
Competent Person: Karl Husband
Groups Affected: all groups
Notes:

Classroom RA from EEC live

This is a review of an assessment carried out on 24/08/2020
It was marked as 'nothing had changed' by Sarah Ousley on 04/09/2020

This is a review of an assessment carried out on 04/09/2020
It was marked as 'nothing had changed' by Stuart Walker on 09/11/2020

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Assessed on: 09/11/2020
To be Reviewed on: 09/11/2021

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are handwashing/sanitising facilities available before entering the classroom and procedures in place to ensure that this takes place?	Students are encouraged to wash their hands with soap and water throughout the day and will also be asked to use hand sanitiser on entry to each classroom. Staff members will observe this happening in classrooms.	Yes	Severity:2 Likelihood:3 Risk Rating:6
Are teaching staff, including classroom support staff, teaching the same class group/set of pupils wherever it is possible to do so?	Staff will follow a known timetable so contact with named students will be known to the school.	Yes	Severity:3 Likelihood:3 Risk Rating:9

Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor		
<p><i>This is indeed the case with staff on roll at the school. However, we do need to use outside agencies to employ supply teachers and as such can't guarantee that this will be the case with their individual timetable. They are used to cover teachers that are off but sometimes can't follow the full timetable of that teacher all of the time, The nature of supply is that we use them to fill in gaps at certain times, hence the risk rating.</i></p>		09/11/2020	7	Severity	
				Likelihood	
				Risk Rating	
				Acceptable?	UnValidated
Are there arrangements in place to keep class groups kept separate from other groups e.g. no school assemblies, collective worship, staggered lunchtimes and playtimes etc?	Year groups will have their own entrance and exit from school, as well as their own areas around the school in which they can eat and socialise. Toilets will also be assigned to year groups. Assemblies will be within year groups and will happen less frequently.	Yes		Severity:2 Likelihood:3 Risk Rating:6	
Are teaching staff, including classroom support staff, aware that they must stay 2m away from others wherever possible, or minimise time spent with an individual within 1 metre of them?	Staff will be aware of these measures before contact with students resumes in September.	Yes		Severity:3 Likelihood:4 Risk Rating:12	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor		
<p><i>This is not strictly possible within a school setting. Staff are fully aware of the need to keep their distance but the reality when dealing with children is that this is not possible at all times.</i></p>		09/11/2020	7	Severity	
				Likelihood	
				Risk Rating	
				Acceptable?	UnValidated
Have you designed the layout of the classroom to maximise social distancing e.g. desk spacing, forward facing desks?	Classrooms wherever possible are arranged forward facing with increased spacing where the classroom allows it. Students are lining up outside classrooms separately.	Yes		Severity:3 Likelihood:2 Risk Rating:6	
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remain closed)?	Windows and doors will be kept open wherever it is possible and safe to do so in order to maximise ventilation within rooms.	Yes		Severity:3 Likelihood:3 Risk Rating:9	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor		
<p><i>Staff are regularly reminded of the need for ventilation to ensure good air flow in the classroom. The issue arises with the balance of ventilation vs temperature vs fire risk (if fire doors are left open). If ambient temperature is low, windows will be left open enough to keep a working temperature. Fire doors must still be left closed.</i></p>		09/11/2020	7	Severity	
				Likelihood	
				Risk Rating	
				Acceptable?	UnValidated
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the classrooms, toilet breaks, minimising movement around the premises, corridor dividers?	We have a one way system in place within the main corridors of the school. There are also different entrances and exits within buildings and where possible within classrooms. Signage and briefings will assist with this.	Yes		Severity:2 Likelihood:2 Risk Rating:4	

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor									
		7	<table border="1"> <tr> <td>Severity</td> <td></td> </tr> <tr> <td>Likelihood</td> <td></td> </tr> <tr> <td>Risk Rating</td> <td></td> </tr> <tr> <td>Acceptable?</td> <td>UnValidated</td> </tr> </table>	Severity		Likelihood		Risk Rating		Acceptable?	UnValidated
Severity											
Likelihood											
Risk Rating											
Acceptable?	UnValidated										
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	Students with SEND will be supported by staff to fully understand the measures that are put in place.	Yes	Severity:2 Likelihood:2 Risk Rating:4								
Have you considered catering and lunchtime provision arrangements?	Yes, there will be three lunch pick up points around the site with two different timings for collection to minimise student contact across year groups. Food will be pre-ordered for collection.	Yes	Severity:2 Likelihood:2 Risk Rating:4								
Have any areas shared by staff been adapted to ensure social distancing is maintained e.g. staff rooms, offices etc?	Staff are requested to not congregate. The staff room has a reduced allocation of seating and entry into offices will be minimised to essential visits. Revised Control measure: We will lock door of the main office to stop members of staff using the office unnecessarily Applied successfully on 04/09/2020	Yes	Severity:2 Likelihood:3 Risk Rating:6								
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Stationary packs will be issued to students for their personal use within a plastic zipper pocket.	Yes	Severity:1 Likelihood:1 Risk Rating:1								
Have you a system in place for cleaning or rotating resources (i.e. out of reach for 48 hours/72 hours for plastics) that are shared between classes or bubbles and for home learning in between use?	Cleaning of shared equipment will be carried out between year groups, and where possible equipment will also be rotated.	Yes	Severity:2 Likelihood:1 Risk Rating:2								
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	Physical shared home learning materials will be minimised and not used wherever possible. Individual sheets for example may be issued for students to keep rather than a book to take home. Products to be cleaned between use or Quarantined for appropriate time	Yes	Severity:1 Likelihood:1 Risk Rating:1								
Is outdoor playground equipment cleaned frequently, including those used indoor and outdoor by wraparound care providers?	No equipment used outdoors or indoors will be cleaned frequently.	Yes	Severity:2 Likelihood:1 Risk Rating:2								
Is there a system in place to record the names of pupils and teaching staff/support in their social 'bubbles'?	Student names are know to school within year group bubbles as well as staff timetables.	Yes	Severity:2 Likelihood:2 Risk Rating:4								

Will there be arrangements for safe movement on staircases and in lifts (where applicable)?	Lifts should be used by the minimum number of people possible, solo where possible. Staircases are one way wherever this is practical to do so.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Has space been identified for pupils who need to be withdrawn from the classroom for whatever reasons?	Yes, should a student need to be withdrawn from a classroom a designated area is known and names will be recorded.	Yes	Severity:2 Likelihood:3 Risk Rating:6
Has consideration been given to outdoor learning for pupils?	Outdoor learning may take place in certain subjects within some topics under study. There is not a set timetable for outdoor learning.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Karl Husband

Signed

Dated

Co-ordinator

Signed

Dated

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