

The Westminster School COVID-19 Risk Assessment

DATE OF RISK ASSESSMENT: 9 July 2020 (OMF) (updated and reviewed versions 21 May, 1 April, 23 May, 1 June, 16 June, 1 July)

ASSESSORS'S NAME: Mr O M Flowers

DIRECTORATE:
EDUCATION

SITE/LOCATION: The Westminster School at Rowley Learning Campus

Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice

The following plan has been written by Mr O Flowers and the Governing Body at The Westminster School. It is intended to identify, assess and minimise (wherever possible) any risks involved with the reopening plan of the school from September 2020. It also takes into account Government guidance, health and safety recommendations, updates from Sandwell Local Authority and the results of parent and staff surveys. This risk assessment is under constant review and will be updated following government guidance.

Government guidance for schools states:

- The safety of children and staff is our utmost priority.
- The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.
- In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.

Government guidance for parents concerning the continued opening of schools states:

- We have provided guidance and support to schools, colleges and childcare settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children return.
- Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.
- Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include consideration of the pupils' mental health and wellbeing.
- Some children within TWS cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the following hierarchy of measures to lower the risk;
 - Avoiding contact with anyone with symptoms
 - Appropriate application of PPE in order to manage and mitigate risk.
 - Frequent hand cleaning and good respiratory hygiene practices
 - Regular cleaning of settings
 - Minimising contact and mixing through the implementation of bubbles.
- Where settings can keep children and young people in those smaller groups 1+ metre away from each other, they should do so. While in general groups should be kept apart, brief transitory contact, such as passing in a corridor is low risk and will be supported by visual measures and staff direction.

References to phases of PPE application

Phase 1.1 PPE: - Facemask	Phase 1.2 PPE: - Gloves - Medical Facemask	Phase 2 PPE: - Gloves - Medical Facemask - Goggles - Apron	Phase 3 PPE: - Gloves - Goggles - Cover-all - Shoe covers - Face shield (visor)
------------------------------	--	--	--

This document should be read in conjunction with the School Operational Guide for September 2020.

HAZARD/RISK	ACTION REQUIRED / DETAILS OF CONTROL MEASURES AND PROCEDURES	BY WHOM	DATE COMPLETED	RISK BEFORE CONTROL MEASURE	RISK AFTER CONTROL MEASURE
<ul style="list-style-type: none"> 1. Risk of coronavirus infection spreading to children, staff and visitors at schools 	<ul style="list-style-type: none"> Head Teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Teachers share key information about hygiene daily. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/ and explain posters via IWBs: <ul style="list-style-type: none"> https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 Poster using Communicate in Print Posters and lesson plans on general hand hygiene can be found on the eBug website https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/alternative-resources/ Pupils, students, staff and visitors should wash their hands: <ul style="list-style-type: none"> before leaving home on arrival at school after using the toilet after breaks and sporting activities before food preparation before eating any food, including snacks before leaving school when applying, removing or renewing PPE. Government guidance states that staff supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. <ul style="list-style-type: none"> Portable handwashing facilities provided at the entrance to the building. EVERYONE washes their hands before entering. Handtowels disposed of in a lidded bin provided. Washing hands guide https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public Government guidance states that School must seek to clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products. <ul style="list-style-type: none"> IFM will clean rooms at the end of the day as per their cleaning schedule. School to inform IFM of room occupation so they can focus deeper cleaning regime on those spaces. School staff will supplement cleaning regime throughout the day. Regular meetings to be had with FM team to ensure clear communication regarding the processes which they are following as advised by Government/PHE and to be aware of the relevant procedures they are adhering too. E.g. Isolation room to be vacated for at least 24 hours or disinfected and fogged. Temperature tests will be only when there is a query of a high temperature for all staff and pupils. These tests will be recorded on a centralised sheet and kept only for as long as is needed. If temperature is above 37.8 or higher the follow procedures detailed in section 2. Questionable temperature will be triple checked with different devices (radar and ear probe). 	<p>SLT</p> <p>All adults and children</p> <p>All staff</p> <p>Interim School Business Managers</p>	<p>On going</p>	<p>High</p>	<p>Medium to Low</p>

<ul style="list-style-type: none"> Risk of coronavirus infection spreading to children, staff and visitors at school 	<ul style="list-style-type: none"> No staff or pupil will be permitted onto site if they demonstrate signs and symptoms of COVID-19. Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing at the earliest opportunity. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Tissues should be available in all classrooms and in easy reach of children. Installation of hand sanitising stations at all entrances, exits and in the Dining Hall as well as portable handwashing facilities. There is an embargo on any unnecessary visits onto site from anyone who is not part of The Westminster workforce. There are exceptions whereby these people directly support the provision or special needs of the pupils including: Occupational Therapists, Educational Psychologists, Albion Foundation, Open Theatre but to name a few. Any other requests to attend site must be given the explicit approval by the Head Teacher or HT Designate. All visiting personnel must comply to the principles and procedures detailed within this risk assessment. All meetings with external agencies will be conducted using the School Microsoft Teams platform or Skype. 	<p>SLT, teachers and support staff.</p> <p>Finance Officer/Interim School Business Managers</p>	<p>Ongoing</p> <p>ASAP</p>	<p>High</p>	<p>Medium to Low</p>
<ul style="list-style-type: none"> 2. Child/Adult is unwell and it is believed that they potentially could have COVID-19. 	<ul style="list-style-type: none"> Phase 3 PPE to be applied for personnel managing the situation. Parent to be called immediately to collect child. Staff to be sent home immediately. If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. Call 999 if they are seriously ill or injured or their life is at risk. Child/Adult will be moved to the designated isolation room (in the case of staff waiting to be collected by next of kin). Explain that they are safe and that you will close the door - make sure the blinds are up, so that they can be monitored and the window is open for ventilation. Child/Adult should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use the nearest toilet to the designated isolation room. The isolation room and toilet will need to be closed until deep cleaning has taken place. <p>Isolation Rooms: The room closest to the suspected case will be selected as detailed below.</p> <ul style="list-style-type: none"> - P16 First Aid Room - TWS First Aid Room - Library <ul style="list-style-type: none"> If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Guidance on cleaning in non-healthcare settings. A member of staff who is supervising a child who is isolating in one of our designated isolation room due to them demonstrating potential COVID-19 symptoms should wear appropriate PPE provided by the school. Hand sanitiser, bin and tissues to be obtained for designated isolation room. Adult/Child encouraged to take a NHS COVID-19 test and report results immediately to the Head Teacher. 	<p>SLT, teachers and support staff.</p> <p>SLT, teachers and support staff.</p> <p>SLT, teachers and support staff.</p> <p>Interim School Business Managers/Interserve FM</p> <p>Finance Officer/Interim School Business Managers</p>	<p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary</p> <p>ASAP</p>	<p>High</p>	<p>Medium to Low</p>

<ul style="list-style-type: none"> 3. A case of COVID-19 (pupil or adult) is suspected at our settings. 	<ul style="list-style-type: none"> Whilst awaiting results from a potential positive COVID-19 case the class bubble will isolate until the results are provided/or follow guidance from PHE. All pupils will be encouraged to have a test if they show signs or symptoms of COVID-19. If they refuse or have needs preventing them from doing so they will need to self-isolate for 14 days. Contact tracing will be implemented by the School Leadership Team based on daily records. All other staff will be informed if there is a risk to them and follow the advice from officers of PHE. All staff who will have been in contact with someone who has a positive result will be promoted to have a test as a keyworkers and the school leadership team will be informed of the outcome. 	SLT	If necessary and ASAP	High	Medium to Low
<ul style="list-style-type: none"> 4. A case of COVID-19 (pupil or school adult) is confirmed at our settings. 	<ul style="list-style-type: none"> PHE definition of an outbreak within the school setting: Outbreak Definition: <ul style="list-style-type: none"> Two or more suspected or confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the school/college within 14 days". * a cohort might be a class, year group or other defined group within the school/college. Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing. The School Leadership Team and Governing Board reserve the right to make this decision of school closure based on knowledge of the unique setting and risk to pupils and staff. 	SLT SLT SLT	If necessary and ASAP If necessary and ASAP If necessary and ASAP	High	High
<ul style="list-style-type: none"> 5. Pupils are missing education and falling behind in their learning. 	<ul style="list-style-type: none"> Teachers and HLTAs will provide learning activities for pupils via Evidence for Learning (EfL) in the event of a school closure and whilst they are isolating but not ill. Regular marketing EfL and help guides produced for parents to provide support. Regular staff meetings conducted by the Head Teacher to ensure educational principles and resources are provided that meet pupils at the point of educational need. Weekly learning challenges produced in pathways that are relevant for learners in the event of a school closure due to COVID-19. Creative curriculum resourcing and timetabling in the following academic year in order to close the progression gap. School to explore the possibility of 19-25 provision in order to keep pupils in education for one year more in order to close the gap. The school has a robust monitoring cycle in order to identify whether pupils are falling behind and require further support and intervention. 	SLT/Teachers/HLTAs	Ongoing	Medium	Low

<ul style="list-style-type: none"> 6. Risk of taking COVID-19 home. 	<ul style="list-style-type: none"> Advice and guidance provided to staff about limiting the spread of infection when returning home. <ul style="list-style-type: none"> Appropriate PPE application at all times to limit contraction of the virus. If you are worried about introducing contamination into your home you may wish to follow the following procedure when you return from school, although the public health authorities have said this is not strictly necessary as it is actually the advice given to staff working in very close quarters with patients who have COVID-19. Put your school clothes in a bin liner. You can have this ready just by the door and with your washing machine door open. A member of your household can help you do this but ideally should stay clear during this procedure. Take the bin liner to the washing machine, scrunch clothes into a ball and place in the washing machine, avoiding touching any part of it if you can. Then have a shower and wash your hair and avoid touching door handles or surfaces if possible and, if you do, clean them afterwards. Then go back to the washing machine, shut the door and turn it on at the maximum temperature that the fabric will tolerate. Clean and disinfect any electronic devices which you have brought home from work e.g. Laptop/Work Phone/ipod etc. Clean and disinfect surfaces in your home. Wash your hands before eating or handling food. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 7. Contamination from the watercoolers or taps when get a drink. 	<ul style="list-style-type: none"> No pupil is to use the water fountain facilities at any time. Member of staff will wash their hands or apply gloves before providing a drink to a pupil. They will also wear a facemask to prevent the risk of cross-contamination. Children who bring their own water bottles into school - pupils will need to wipe their bottles with an alcohol wipe thoroughly or this can be supported by a member of staff who is wearing gloves. The wipe disposed of in the lidded bin provided. When not in use they will be placed back into the student's bag in a plastic bag. Staff will provide them with a drink when requested and will do so using disposable cups. No water bottle can be filled using the water fountain. Cups will be disposed of in the foot operated lidded bins provided. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 8. Risk of spreading the virus through contaminated clothing. 	<ul style="list-style-type: none"> Parents will be reminded to ensure all pupils wear clean clothes each day. Requirements of uniform have been changes to enable parents to purchase extra uniform at an affordable price. Letter sent home to parent to encourage clean clothing each day. <p>What if a pupil presents with poor personal hygiene?</p> <ul style="list-style-type: none"> They are visibly dirty (skin, clothes etc) They emit an unpleasant odour. They don't "Catch-It, Bin-It, Kill-It". <ul style="list-style-type: none"> Pupils will be encouraged to immediately shower when they come into the setting if personal hygiene is in question and pupils will be provided with a spare change of clean clothing. This will be conducted in one of the disabled facilities rather than the PE changing room. <p>All clothing items will be bagged and laundered.</p> <ul style="list-style-type: none"> Pupil will be provided with temporary clothing to wear. <p>Clothing will be returned with a note explaining the situation.</p> <p>A member of the School Management Team will phone parents to inform them of the risks due to personal hygiene. The school reserves the right to take appropriate action if this principle cannot be adhered to due to the risk associated with passing the virus on.</p>	All Staff	Ongoing	Medium	Medium

<ul style="list-style-type: none"> 9. Teaching and support of pupils who can adhere to principles of social distancing. 	<ul style="list-style-type: none"> All staff apply the minimum of phase 1 PPE throughout their time at school (facemask) where social distancing cannot be confidently adhered to. Staff and pupils should spend no longer than 15 minutes at the 1m+ distance of pupils in the classroom space as per government guidance. Appeal to parents to share childcare to allow pupil to remain at home if they or someone in their household demonstrates signs and symptoms of COVID-19. Assessment of pupil's health to be conducted prior to them attending site by the Head Teacher or a member of the Senior Leadership Team. This will include the health of those who reside in their household if there has been a suspected case. Temperature checks taken before entering the building if there is a question of presenting signs and symptoms. Assessment of staff health and those of their families to be conducted prior to them attending work - it is the staff member's responsibility to inform the Head Teacher if they are unwell before coming into work and follow the protocols in the Operational Guide for September document circulated by the Head Teacher on 9 July 2020. Ensure the environment allows for staff to maintain social distancing where possible with the appropriate configuration of the space. Where this is not possible then PPE must be adopted at least a phase 1. Students will be briefed at the start of the day and reminded about social distancing and regular handwashing. Specific teaching and demonstrations during form time about appropriate handwashing techniques. Ensure pupil and staff ratios allow for maintenance of social distancing. Outdoor learning is proactively encouraged in order to minimise the risk in a confined space. Remind pupils of the 1m+ social distancing and ensure they adhere to these throughout the provision. Pupils are allocated specific desks which they must remain in throughout their time in the school. Pupils do not share equipment and will be provided their own stationery to be kept in a plastic wallet or equivalent throughout their time. Remind pupils of catching sneezes and not touching their faces. Regular opportunities for handwashing especially during transition periods. Keep regular check on their health to ensure any potential emerging symptoms can be acted upon swiftly. Staff provided with the necessary PPE; Facemasks, visors, gloves and high alcohol content hand sanitiser. Staff reminded to follow the limiting spread of infection routines (above) when going home. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 10. Teaching and support for pupils who cannot adhere to principles of social distancing. 	<ul style="list-style-type: none"> Phase 2 PPE without the apron. If an employee does not want to wear gloves then regular handwashing will be a suitable alternative. Assessment of pupil's health to be conducted prior to them attending site by family and they are expected for them to self-isolate if suspected COVID-19 symptoms. Regular opportunities for handwashing throughout the day or application of high grade alcohol gel. Extra care will be taken during any intimate care and PPE will be worn at all times and then changed once completing the routine. Intimate care routines where a pupil requires showering can only happen in the following locations: <ul style="list-style-type: none"> PD pupil - PE accessible changing room. Bridging - 1st Floor corridor shower/changing room. WestminStars - P16 Shower Room on 1st Floor. Ensure the environment allows for staff to maintain social distancing where possible. Phase 2 PPE throughout the provision as pupils cannot adhere to principles of social distancing. Regular opportunities afforded for handwashing and breaks to have a rest from the PPE. Keep regular check on their health to ensure any potential emerging symptoms can be acted upon swiftly. Staff provided with the necessary PPE: facemasks, visors, gloves and high alcohol content hand sanitiser. 	All Staff	Ongoing	High	Medium to Low

	<ul style="list-style-type: none"> Staff reminded to follow the limiting spread of infection routines (above) when going home. 				
<ul style="list-style-type: none"> 11. Classroom risks with spreading COVID-19 	<p>Classroom set-up</p> <ul style="list-style-type: none"> All soft furnishing, where practicable, will have been removed. Pupils will be provided with their own stationery in a plastic wallet. Chairs and tables to be positioned in order to promote 1m+ social distancing at all times. Outdoor courtyard spaces to be used where possible to limit the room occupancy. Outdoor learning to be promoted throughout the fabric of the day. <p>FM to be informed of which class spaces are being used in order for them to be effectively cleaned at the end of each day.</p> <p>Rooms to be cleaned at each transitions point:</p> <ul style="list-style-type: none"> During each break/outside play period During lunch If pupil demonstrate poor application of hygiene regulations (reminder of Catch-It, Bin-It, Kill-It). Nominated cleaning staff will be appointed by the classroom lead and everyone takes responsibility for Health and Safety principles in the classroom space. <p>What is to be cleaned in the rooms by the staff?</p> <ul style="list-style-type: none"> All contact points (tables, door handles, keyboards) <p>What will be used to clean?</p> <p>Either:</p> <ul style="list-style-type: none"> 70% alcohol sanitation wipes. Suma Bac D10 Cleaner and Sanitiser or equivalent <ul style="list-style-type: none"> Dilution Ratio: 1:25 - 1:100 depending on the level of soiling <p>If using the D10 spray this must be used in conjunction with disposable blue roll and disposed of immediately in the lidded bins provided. Staff to wear glove, facemask and goggle PPE when cleaning. Staff should wash their hands once completing cleaning regime.</p> <p>All cleaning equipment will be provided and will be kept locked in the cupboard when not in use.</p> <p>Pupils to be escorted to the bathrooms to ensure effective hand hygiene is promoted. Pupils to double up as upon entry to the room they will be provided with hand gel.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 12. Sensory Room contamination. 	<p>The use of the sensory room will be vital to the provision offering for some pupils and will be necessary for their own health and wellbeing. Spaces can only be used where strict cleaning regimes are adhered to in order to prevent the spread of viruses. The control of these spaces will be coordinated by the school management team and Charlotte Smith.</p> <p>A sign will indicate on the door whether it is currently being used. If it is being used do not go in.</p> <ul style="list-style-type: none"> Large sensory room can accommodate up to 4 pupils. Small sensory room can accommodate up to 2 pupils. <p>Both rooms are to be wiped down with the equipment provided after use.</p> <ul style="list-style-type: none"> 70% alcohol sanitation wipes. Suma Bac D10 Cleaner and Sanitiser <ul style="list-style-type: none"> Dilution Ratio: 1:25 - 1:100 depending on the level of soiling Using disposable mop heads. <p>Mop heads are to be disposed of in the lidded bin provided.</p>	All Staff	Ongoing	Medium	Low

<ul style="list-style-type: none"> 13. Toileting hygiene risks. 	<ul style="list-style-type: none"> All pupils will be escorted to the toilets reminding them to keep to the right when transitioning down corridors. Toilet doors to remain open at all times when not in use to limit contact points. If toilets are occupied students will need to wait on the 2-metre floor markers. If pupils need help with personal care full phase two PPE will be implemented to keep everyone safe and will be replaced directly after use and disposed of in the correct waste disposal bins. Pupils will need to open the door once they have finished going to the toilet and show the member of staff how they have washed their hands for the sufficient time scale and using the appropriate technique as per government guidance. (20 seconds using warm water and soap). When coming back into the classroom pupils will be promoted to use the alcohol hand sanitiser if there is a query about how well they have been able to wash their hands. External door handles into the classroom will be wiped if there is a question about appropriate handwashing. <p>Toilet allocation have been made based on the bubble principle.</p> <table border="1" data-bbox="359 821 1110 1213"> <thead> <tr> <th>Bubble</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>PD Toilets</td> <td>Corridor outside of PE (not staff toilet)</td> </tr> <tr> <td>Bridging Toilets</td> <td>Top corridor.</td> </tr> <tr> <td>WMS Toilets (KS3-4)</td> <td>Single toilet outside art, staff toilet near old parent's room, staff toilet</td> </tr> <tr> <td>WMS Toilets P16</td> <td>All P16 Toilets</td> </tr> <tr> <td>KS2 Toilets</td> <td>Primary corridor</td> </tr> <tr> <td>Staff toilets</td> <td>Usual staff toilets near staff rooms.</td> </tr> </tbody> </table> <p>FM Control Measure -</p> <ul style="list-style-type: none"> IFM to support the cleaning protocols throughout the day at key points when footfall is significantly reduced. 	Bubble	Location	PD Toilets	Corridor outside of PE (not staff toilet)	Bridging Toilets	Top corridor.	WMS Toilets (KS3-4)	Single toilet outside art, staff toilet near old parent's room, staff toilet	WMS Toilets P16	All P16 Toilets	KS2 Toilets	Primary corridor	Staff toilets	Usual staff toilets near staff rooms.	All Staff	Ongoing	Medium	Low
Bubble	Location																		
PD Toilets	Corridor outside of PE (not staff toilet)																		
Bridging Toilets	Top corridor.																		
WMS Toilets (KS3-4)	Single toilet outside art, staff toilet near old parent's room, staff toilet																		
WMS Toilets P16	All P16 Toilets																		
KS2 Toilets	Primary corridor																		
Staff toilets	Usual staff toilets near staff rooms.																		
<ul style="list-style-type: none"> 14. Reducing potential spread of infection between bubbles. 	<ul style="list-style-type: none"> All staff will wear sufficient PPE based on the risks associated with their group. This is divided between those who can social distance effectively and those who cannot (see further down in the RA). Staff are allocated specific groups and bubbles to work within. They will not work with another bubble unless asked to do so by the school management team. This will be due to: <ul style="list-style-type: none"> Limit any spread of infection Effective internal contact tracing methods can be implemented. Bubbles will eat and play together maintaining principles of social distancing. If a member of staff or pupil within the bubble falls ill the procedure "A case of COVID-19 - (pupil or adult) is suspected/confirmed at our settings" will be instigated. See section called "Subject specific teaching or personnel working across bubbles" for more information. 	All Staff	Ongoing	High	Medium														

<ul style="list-style-type: none"> 15. Reducing contact and promoting social distancing during break/playtimes. 	<p>Groups socialise in their Mega Bubbles (as per government guidance document)</p> <ul style="list-style-type: none"> - 5 possible zones. <p>Play zones to be allocated to include (operational from September 2020) are detailed in the example timetable in the Operational Guide from September 2020</p> <p>No congregation within the canteen area during break time. If inclement weather - pupils will remain in their classroom from P2 and will transition at the appropriate time as detailed in the timetable.</p> <p>Playtimes will be allocated to ensure limited corridor footfall and to ensure only one bubble is using the space at a time.</p> <ul style="list-style-type: none"> - PD break time - 11.05 - 11.15 (rear playground space) - Bridging break time - 10.55 - 11.05 - WestminsterStars break time - 10.55-11.05 - P16 break time to be taken during P3 and P3 lesson starts at 10.55 <p>Pupils wash their hands when going out and coming back in using the mobile handwashing sinks located at the entrance doors. Maintaining 1m+ spacing when queuing back in.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 16. Reducing contact and promoting social distancing during dinner times. 	<p>Phase 2 PPE applied at all time in enclosed canteen space.</p> <p>Split lunches and reduced times.</p> <p>The capacity of the canteen is 52 people seated at any one given time implementing the 1 metre plus guidance. Consequently, there is a capacity issue and the Westminster Hall will be used with the mobile pull down tables for 12 pupils to sit.</p> <p>Pupils will go to the canteen in their allocated bubbles on the times below.</p> <ul style="list-style-type: none"> - KS2 PD: 11.55 - 12.35 (Primary playground allocated breakout space) - KS2 Bridging: 12.45 - 13.25 (Primary playground allocated breakout space) - PD Timings: 12.00 - 12.30 (Rear playground allocated breakout space) - WMS (KS3-KS4) Lunch: 12.40 - 13.10 (Front MUGA allocated breakout space) - Bridging Lunch: 13.15 - 13.40 (Rear playground allocated breakout space) <p>All staff working in this area will need to wear phase 2 PPE due to the level of risk (gloves, masks, aprons and goggles).</p> <p>There is a buffer period between the sittings to allow for appropriate sanitation of this shared space by supervising staff.</p> <p>P16 WMS</p> <ul style="list-style-type: none"> - Sitting 1 - 12.45 - 13.05 (max 20 per sitting) - Sitting 2 - 13.05 - 13.25 (max 20 per sitting) <p>Staff PPE applied at all times.</p> <p>Pupil will wash their hands in the portable sinks provided before and after meal times.</p> <p>2-metre distancing markers provided when queuing and pupils will be called in from their allocated play area. on the floor and staff supervision will promote this.</p> <p>Occupancy limit of 52 in the canteen at all times in order to promote effective social distancing (1m+). In the Westminster Hall using the fold down tables and chairs provides additional occupancy of 13 - total lunchtime capacity is 65 students.</p> <ul style="list-style-type: none"> - PD KS2 = 16 - Bridging KS2 = 8 - WMS KS3-KS4 = 65 - WMS KS5 = 40 - Bridging KS3-KS5 = 63 - PD KS3 - KS5 = 42 <p>Pupils will need to sit 1 metre apart in their class group / bubbles. This will be indicated by the supervising staff.</p>	All Staff	Ongoing	Medium	Low

	<p>Markers on the seating areas to demonstrate where pupils need to sit. This will be adhered to and reminded by the supervising staff.</p> <p>Sanitation of space between: - 12.30 - 12.35 PD (School Team) - 13.05 - 13.10 Bridging (School Team) -13.40 - 13.50 WMS (Autograph)</p> <p>Duty lunchtime staff to clean the space using D10 sanitiser or equivalent and other cleaning equipment. PPE to be changed once this is completed to prevent the spread of infection between the bubbles.</p>																									
<ul style="list-style-type: none"> 17. Reducing contact and promoting social distancing during start and end of day. 	<p>Parents, drivers and escorts are reminded of the principles of social distancing and it will not be permitted for people to congregate socially in the car park or other school areas. It is important that all parties model social distancing.</p> <table border="1" data-bbox="359 600 1056 993"> <thead> <tr> <th>Pathway Bubble</th> <th>Start day drop off window</th> <th>End day pick up window</th> </tr> </thead> <tbody> <tr> <td>Parent Transport PD</td> <td>8.50 - 9.20</td> <td>3.10 - 3.15</td> </tr> <tr> <td>Parent Transport Bridging</td> <td>8.50 - 9.20</td> <td>3.15 - 3.20</td> </tr> <tr> <td>Parent Transport WestminStars</td> <td>8.50 - 9.20</td> <td>3.20 - 3.25</td> </tr> <tr> <td>Personal Development (PD) IPTU</td> <td>8.45 - 8.55</td> <td>3.10 - 3.15</td> </tr> <tr> <td>WestminStars IPTU</td> <td>8.55 - 9.05</td> <td>3.15 - 3.20</td> </tr> <tr> <td>Bridging IPTU</td> <td>9.05 - 9.15</td> <td>3.20 - 3.25</td> </tr> </tbody> </table> <p>Pupils to be transported within Mega Bubbles/Pathways rather than locations.</p> <p>Staff Phase 1.1 PPE applied at all times for all supervising staff.</p> <p>Pupil handwashing on entrance to the building.</p> <p>Handtowels to be used to dry hands and disposed of in the lidded foot operated bin provided. Followed by an application of hand gel if possible.</p> <p>All pupils will be temperature tested before entering the building if there is a question regarding COVID-19 symptoms. This will be recorded in a pupil monitoring record sheet.</p> <ul style="list-style-type: none"> - Pupils demonstrating any signs or symptoms of COVID -19 follow procedures detailed in isolation guidance. <p>Zoned pick up areas:</p> <ul style="list-style-type: none"> - P16 for Parents - Drop off zone for minibuses and taxis <p>Taxi groups will be called off the buses by coordinating members of staff and required to line up on Social Distancing Dots at 2 metre intervals.</p> <p>Escorts will not be permitted in to the school building at any time. Roll call and taxi administration will be coordinated on the grass area next to the car park.</p>	Pathway Bubble	Start day drop off window	End day pick up window	Parent Transport PD	8.50 - 9.20	3.10 - 3.15	Parent Transport Bridging	8.50 - 9.20	3.15 - 3.20	Parent Transport WestminStars	8.50 - 9.20	3.20 - 3.25	Personal Development (PD) IPTU	8.45 - 8.55	3.10 - 3.15	WestminStars IPTU	8.55 - 9.05	3.15 - 3.20	Bridging IPTU	9.05 - 9.15	3.20 - 3.25	<p>IPTU and parents will be informed of modified timings to the day.</p>	<p>Ongoing</p>	<p>Medium</p>	<p>Low</p>
Pathway Bubble	Start day drop off window	End day pick up window																								
Parent Transport PD	8.50 - 9.20	3.10 - 3.15																								
Parent Transport Bridging	8.50 - 9.20	3.15 - 3.20																								
Parent Transport WestminStars	8.50 - 9.20	3.20 - 3.25																								
Personal Development (PD) IPTU	8.45 - 8.55	3.10 - 3.15																								
WestminStars IPTU	8.55 - 9.05	3.15 - 3.20																								
Bridging IPTU	9.05 - 9.15	3.20 - 3.25																								
<ul style="list-style-type: none"> 18. Transition in corridors - lack of social distancing in busy spaces. 	<p>Although the risk associated with transmission in corridors is not significantly high the school has taken the following control measures.</p> <ul style="list-style-type: none"> - Limit the volume of people in corridors at any one given time - modified timetabling and room usage to support this. - Pupils escorted to toilets, break and lunch times by supervising staff. - Social distancing dots have been installed throughout all corridors as a visual reminder of the 2 metre distancing rule when in circulation spaces inside. 	<p>All Staff</p>	<p>Ongoing</p>	<p>Medium</p>	<p>Low</p>																					

	<ul style="list-style-type: none"> - “Keep to the right” principle now in operation. - Up and down stair cases now in operation - up in the central staircase and down in the old admin staircase. - Pupils and staff are not permitted to socialised and talk in corridors and walkways. - 3 periods of split lunches - to promote limited movement throughout corridors. 				
<ul style="list-style-type: none"> • 19. Risk of transmission of COVID-19 when on shared transport. 	<p>School has liaised with transport and specifically requested that pupils are transported as part of their bubbles and not based on location.</p> <p>Robust cleaning regimes ae being adhered to by transport provided before and after occupancy.</p> <p>Sandwell Passenger Transport Pupils will be transported based on their Mega Bubble in pathways rather than location specific [awaiting further information from IPTU].</p> <p>School Hire Transport Assurances from hire company in relation to cleaning regimes before and after hire. Pupils will be transported in their Mega Bubbles and within pathways. 52 seater coach can only operate at 50% capacity.</p> <ul style="list-style-type: none"> - Promotion of 1 metre social distancing at all times through the seating plan. - Staff to wear PPE when on transport at all times due to confines of the space. <p>Public Transport</p> <ul style="list-style-type: none"> - No public transport to be used as part of a planned school visit until further notice. - Promote walking around the local community and area rather than the reliance on public transport of any form. 	Pupils	Ongoing	Medium	Low
<ul style="list-style-type: none"> • 20. Emotional distress of children 	<p>It is acknowledged that some pupils will struggle with the new routines of the school in order to protect staff and pupils. These measures are essential to keep everyone safe. If pupils are too distressed, they we will work through the therapeutic and calming methods in order to support them.</p> <p>If pupil’s behaviour and wellbeing is compromised to a point where they are spitting, being violent or not adhering effectively to social distancing, the school reserves the right to temporarily remove or reduce provision for individual pupils until it is safe to return. This decision will be made in the best interests of all parties and actioned by the Head Teacher or HT designate.</p> <p>Physical intervention will be avoided wherever possible. In the instance where it is the case Phase 3 PPE will be instigated. All other MAPA policies and procedures will be adhered to as will de-escalation strategies.</p>	All staff and pupils	Ongoing	Medium	Low
<ul style="list-style-type: none"> • 21. Emotional distress of staff. 	<p>The school has been proactive in both its communication to staff about the changing landscape but also seeking their views. The school encourages a culture of support and listening to staff when they raise concerns.</p> <p>Virtual staff meetings and briefings have been regularly conducted. This provides an opportunity for staff to seek clarification or ask questions. Virtual staff briefings and meeting will continue in September to promote regular dialogue with staff in order to refine processes and practices.</p> <p>Head Teacher has promoted direct communication from staff where they do not feel comfortable raising and issue in an open forum.</p> <p>Staff will be provided opportunities to read, digest and feedback on the risk assessment.</p> <p>Staff will be given an opportunity at the end of the day to support the process of reflection in order to refine practices and policies to make the school safer.</p>	All staff	Ongoing	Medium	Low

	<p>Individual discussions have happened where there are anxieties with staff returning to work. Consideration of childcare has been a priority.</p> <p>The Head Teacher promotes an open culture of communication to raise any challenges they are facing or concerns they have. The school leadership team will work with families to overcome any challenges or concerns.</p> <p>Bubble staff room space:</p> <table border="1" data-bbox="359 331 1110 499"> <thead> <tr> <th>Bubble</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>PD staff room</td> <td>Old parents room</td> </tr> <tr> <td>Bridging staff room</td> <td>Current staff room</td> </tr> <tr> <td>WMS staff room</td> <td>Airport Lounge outside staff room</td> </tr> </tbody> </table> <p>This will provide staff with a respite area to recoup and have their statutory break.</p> <p>PPE has been provided to all staff throughout their time at school to reduce anxieties and to manage the real risk of COVID-19.</p>	Bubble	Location	PD staff room	Old parents room	Bridging staff room	Current staff room	WMS staff room	Airport Lounge outside staff room				
Bubble	Location												
PD staff room	Old parents room												
Bridging staff room	Current staff room												
WMS staff room	Airport Lounge outside staff room												
<ul style="list-style-type: none"> 22. Vulnerable or at risk employees. 	<ul style="list-style-type: none"> The role of the Head Teacher, Governing Board and all employees is to ensure that everyone is kept safe. The government have outlines people with certain underlying medical conditions and those with certain characteristics which make them more vulnerable in relation to COVID-19. Employees are categorised into the following areas based on the guidance from September 2020: <ul style="list-style-type: none"> Clinically extremely vulnerable - shielding due to underlying medical conditions. Employee does not attend work and must work from home. Employee who is pregnant - Employee cannot attend work and must work from home. None of the above criteria - employee can return to work with social distancing measures and appropriate PPE. <p>All staff have completed an online survey indicating the nature of either their medical conditions, for those who live in their home or for those who they have care responsibilities for. If the situation does change in relation to medical vulnerability the school is well placed to act fast to protect staff.</p> <p>Source - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	Staff	Ongoing	Various	<p>Individual RA completed - RAG Risk register for all staff.</p> <p>This is regularly reviewed based on changing clinical and government guidance.</p>								
<ul style="list-style-type: none"> 23. Staff PPE training 	<ul style="list-style-type: none"> All staff will be provided with World Health Organisation PPE Training. A copy of the training certificate will be sent to Angela Gibson and will be kept on the staff training file. All staff will complete <i>Module 1: How-to-guide for putting on and removing PPE according to droplet/contact precautions for COVID-19</i> - https://openwho.org/courses/ Reminders and PPE briefing by suitably qualified staff will be provided by the school. 	All Staff	Ongoing	Medium	Low								
<ul style="list-style-type: none"> 24. Working from home policy 	<ul style="list-style-type: none"> Staff - remote working policy developed and ratified by governors in order to manage and mitigate the risk associate in this area. 	SLT/Interim School Business Managers	Ongoing	Low	Low								
<ul style="list-style-type: none"> 25. Staff INSET, Planning and preparation days without pupils present in school - staff-to-staff infection possibility 	<ul style="list-style-type: none"> No staff to attend site with signs and symptoms of COVID-19 and to call sickness absence line and self-isolate. All staff to sign into the school's Invenry system each morning and sign out so an accurate log can be gleaned from a contact tracing perspective. Head Teacher to be informed of those people who are working in small workforce bubbles. 	All Staff	Ongoing	Medium	Low								

	<ul style="list-style-type: none"> When coming into the building all staff must wash their hands using the portable handwashing sinks or use the 70% alcohol sanitation hand gel. When in a confined classroom space all staff must wear Phase 1.1 PPE (facemask) at all times. Staff must follow 2-metre social distancing principles at all times when on site. P16 Open Area and Canteen can be used during lunch period maintaining 2-metre social distancing, alternatively lunch can be taken to the room and staff remain in small workforce bubble. If a member of staff demonstrates signs and symptoms of COVID-19 they must self-isolate immediately in the nearest isolation area and inform a member of the School Leadership Team by telephone. <ul style="list-style-type: none"> Member of staff will need to then book a COVID-19 test at one of the contact centres. SLT Incident Lead to speak to a member of PHE to request guidance and advice. SLT Incident Lead to bring together internal contact tracing and isolate/implement advice accordingly based on PHE information. See section 6 for procedures to follow once member of staff returns home. 				
<ul style="list-style-type: none"> 26. Risk of passing COVID-19 between groups of pupils. 	<ul style="list-style-type: none"> Implementation of the Mega Bubble Principle as per government guidance. All pathways will operate in a Mega Bubble Principle and will as a consequence need to remain in their pathways until further notice. Subject specific teachers will need to go into the class home room where possible for teaching and learning initially until the guidance changes. <ul style="list-style-type: none"> Bridging Subject specific deliver will take place in class base/home room. PD Subject specific deliver will take place in class base/home room. Subject specific rooms will be ring-fenced for the WestminStars pathway as these are the groups who transition more frequently. Off-site visits will be conducted in Mega Bubbles and no shared transport between pathways. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 27. Subject specific teaching or personnel working across bubbles. 	<p>Staff working across bubbles should be prevented where ever possible.</p> <p>Subject specific staff should affiliate with the WestminStars bubble in relation to the sharing of spaces such as staff rooms and the like.</p> <p>Due to the nature of the school there will be times based on timetabling whereby staff will need to teacher across bubbles. Consequently, it is recommended that staff wear at least phase 1 PPE during this time. If staff feel more comfortable wearing a higher grade of PPE then this will be supported through school stocks.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 28. Subject specific classroom spaces. 	<p>Some subject specific classrooms such as Art, Music, English and Science will be ring-fenced exclusively for WestminStars pupils. The rationale behind this is three-fold:</p> <ol style="list-style-type: none"> It limits the amount of pupil circulation throughout corridors at potentially busy transition times. It limits the potential of spreading the virus through sharing space and resources. It provides some time for sanitation of shared equipment. <p>The impact to this will mean that subject specific teachers will need to go to PD and Bridging Groups. This will be monitored in the initial stages and we will consult with staff regarding the operational feasibility.</p> <ul style="list-style-type: none"> Where this is not possible the space and teams within will be afforded the time to clean the space using appropriate products. 	All Staff	Ongoing	Medium	Low

<ul style="list-style-type: none"> 29. Admin support 	<p>Any requests for admin support throughout the day will need to be made via email to the relevant party due to the risk of multi-bubble transmission.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 30. Finance requests 	<p>Any requests for money throughout the day must be planned for a day in advance and done in line with class budgets and PPBs.</p> <p>The school is trying to limit any use of money and we will therefore be employing a debit card alternative for those people needing to do so for transactions in the community. This lessens the risk of transmission through physical money exchange.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 31. PE Activities and Gym Spaces 	<p>The risks associated with PE facilities is very unique. The School Leadership Team have worked closely with the PE department to develop a bespoke risk assessment to manage and mitigate the risks.</p> <p>All staff and pupils going into PE must follow the guide and instructions of the PE department to keep safe.</p> <p>Main principles:</p> <ul style="list-style-type: none"> - No contact sports - Equipment will be cleaned and allocated in pathways. - PE to happen in the outdoors where at all possible. - PE and Bridging pupils to wear PE kit on the day they are having PE so they will not need to change. - Westminster pupils will be able to use the changing facilities. - No showers are allowed. <p>[for further detailed guidance please reference the PE risk assessment]</p>	All Staff	Ongoing	Medium	Low

Potential Outbreak Guidance from PHE

Outbreak investigation information:

Minimum Information Required

- Set up of School/College- Local authority, academy; part of a larger Schools Trust; private school; special school; nursery or early years setting on site
- Confirmed and possible cases in students; note which cohort or 'bubble' (classes, groups and year groups).
- Total pupils/currently attending and numbers per cohort or 'bubble'.
- Confirmed and possible cases in staff; their roles and groups they interact with; do any staff move between sites if multiple sites.
- Total number of all staff
- Onset dates of cases; symptoms of cases (dates of test where asymptomatic).
- Any siblings of cases who also attend the school
- Any vulnerable or extremely vulnerable children or staff who are attending school and which cohort/'bubble' they are in. If special school, nature of special needs.
- Potential number of contacts meeting contact definitions
- Infection control measures/social distancing measures in place for staff and pupils- if a special school & pupils require personal care ask about PPE
- Adaptations the setting has already put in place in line with DfE guidance on implementing protective measures in education and childcare settings
- Operational impact on school thus far of cases and self-isolation of contacts and likely impact of any new self-isolation
- Communication with parent/guardians thus far-what has been sent out to date?.

Actions after the test result is available:

If the pupil/staff tests negative:

- Pupil/staff can return to school
- The fellow household members can end their self-isolation

If the pupil/staff tests positive:

- The confirmed case continues with 7 days self-isolation
- Household members of the confirmed case continues with 14 days self-isolation
- The 'bubble' of the confirmed case self isolates for 14 days

Other documents have been used to inform the completion of this risk assessment including:

- Sandwell LA - Guidance document to support schools informing their approach to social distancing - Version 1 18.5.20

Further information is on the DfE website:
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Resources:
[Guidance Poster for Donning and Doffing PPE](#)
 PHE PPE Video - https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

DfE helpline:
 Phone: 0800 046 8687
 Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday), 10am - 4pm (Saturday to Sunday)

PHE Sandwell
PHCovid19_Enquiries@sandwell.gov.uk
valerie_unsworth@sandwell.gov.uk
valerieunsworth@nhs.net
 0121 569 5193
 07972 572 991

Signed by: [Oliver Flowers HT] Date: 09/07/2020

Risk assessment reviews		
Date	Signature	Comments
June 1 st 2020	OMF	None required
June 2 nd 2020	OMF	None required
June 8 th 2020	OMF	None required
June 16 th 2020	OMF	None required
June 30 th 2020	OMF	Amendments based on Mega Bubbles, PPE, etc. Other amendments to risk based on staff coming into work when pupils are not in school.
9 th July 2020	OMF	Amendments to include information about mega bubbles, allocated spaces, toilets, PE facilities, action in the event of an outbreak, subject specific teaching, changes in employee vulnerability, transport, start and end of day routines and times, lunch and break times. Sent out for consultation to all staff on 9 July 2020.