

Risk Assessment for Opening of Lordswood Girls' School during Spring term 2021 lockdown (updated 5.1.2021)

This risk assessment checklist/tool is based on the latest Government guidance and has been completed following consultation with trustees and governors, representatives from the different staff unions and senior leadership.

It was signed off by the Trust on 7.1.2021 subject to any additional amendments that may be requested by union representatives.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
	1	2	3	4	
	SEVERITY (OUTCOME)				

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be $3 \times 1 = 3$. This would mean the risk is low and arrangement would be adequate.

RISK: Safety of Site – (Key: R+ = very high / R = high / A = medium / G = low)

Risk	Action to reduce risk
<p>Ability to ensure a safe entry and safe exit to the school for all?</p>	<p>Students in school to enter via Knightlow Road</p> <p>Hand sanitiser provided at entrance to school</p> <p>Departure from school to be under direction of SLT</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Management of visitors and other members of public that may need to attend</p>	<p>School site is closed to all members of the public. No parents will be allowed access to the site unless there is a prior agreement in place for dropping off child</p> <p>Access to the site is controlled at all times.</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Parents/carers are not fully informed of the H&S requirements for the opening of school</p>	<p>HT letter to parents/carers outlining expectations with regard to 1) maintaining the safety of the site and 2) their child attending school</p> <p>Regular communication maintained with parents to update on arrangements</p> <p>Parents/carers will be expected to support the school in discouraging their child to congregate in groups outside the entrance to the school</p> <p>Risk assessments will be made available for inspection on school website</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p>
<p>Increased risk of infection in social spaces and toilets</p>	<p>Students will not be using canteen area unless under staff supervision. If the canteen is used, students will be required to sit at separate tables to allow compliance with social distancing guidelines.</p> <p>Access to toilets will be controlled by SLT to prevent students waiting in sink area.</p> <p>The wearing of face masks is compulsory at all times</p> <p>Risk: R+ (3x4) Mitigated risk: G (1x4)</p>

<p>Children and staff using public transport to travel to school</p>	<p>Most children are brought in parental car to school or walk. There are currently 7 students in school who use public transport. Government leaflet with guidelines on using public transport sent to all students. Students will be required to remove outdoor coat and place in separate bag on entry to school. These students will be prioritised for testing.</p> <p>Risk: R+ (4x4) Mitigated risk: R (2x4)</p>
<p>Risk to staff who come into contact with the public more frequently, such as reception staff.</p>	<p>Reception is enclosed so that reception staff are protected from the public by a screen</p> <p>Risk: G (2x2) Mitigated risk: G (2x2)</p>
<p>Capacity and availability of cleaning staff to maintain cleanliness and hygiene of the premises</p>	<p>Hours of cleaning team revised to enable clean of access routes and touch points during the school day</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Ability to ensure increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser</p>	<p>Premises & H&S Development Officer to ensure that school always has at least 1 term's supply of hand sanitiser</p> <p>School will continue to keep stock of face masks and disposable gloves for staff</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Ability to maintain higher than normal levels of essential supplies to enable more frequent cleaning or additional 'deeper' cleaning needing to take place</p>	<p>Weekly meeting between Premises & H&S Coordinator and Cleaning Supervisor to review cleaning rotas and supplies. Ordering of supplies will take account of changing numbers of staff and students in school</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Procedures are not in place for COVID-19 clean following a suspected or confirmed case</p>	<p>Cleaning company have the capacity and ability to carry out a deep clean should there be a suspected or confirmed case of COVID-19</p> <p>Affected area of school site will be closed for 3 days to enable deep clean; if necessary, a deep clean of the whole site will be carried out</p> <p>Risk: R (2x4) Mitigated risk: G (1x4)</p>
<p>Need to ensure staffing for vulnerable and key worker children during new period of closure</p>	<p>Register updated. Staffing rota to be drawn up excluding staff who fall into high risk category. SLT will supervise provision on daily rota.</p> <p>Risk: G (4x1) Mitigated risk: G (2x1)</p>

<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>Student access to toilets will be supervised by SLT to control number of students accessing toilets. Students are required to wear a face covering when queuing for toilets and when in toilets.</p> <p>Hand sanitiser will be available in all toilets and refilled after each session</p> <p>Cubicle doors of staff toilets to be clearly open when not in use so that there will be no one waiting in wash area</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Need to ensure all students are at min. 1m distance and staff at 2m.</p>	<p>Students in school will work in IT rooms G6 & F1 and will be spaced out to ensure at least 2m distance between individuals</p> <p>Risk: R (3x3) Mitigated risk: G (1x3)</p>
<p>Premises contamination if any cases of COVID-19 occur</p>	<p>See RA Infection Control</p> <p>Access to site/contaminated area will be discontinued for all staff and students; vulnerable/key worker children will be temporarily educated at Network school if required.</p> <p>Risk: R (2x4) Mitigated risk: G (2x2)</p>
<p>Building and site maintenance works</p>	<p>No internal building maintenance work is planned</p> <p>Any internal work that becomes necessary will be completed after the end of the school day, at a weekend or during the school holidays</p> <p>Risk: G (2x1) Mitigated risk: G (1x1)</p>
<p>Ensuring statutory compliance is maintained</p>	<p>Premises & H&S Officer has ensured statutory checks have been maintained. Additional safe water certificates were obtained prior to June reopening. Necessary controls were carried out during the Christmas holiday</p> <p>Risk: R (2x4) Mitigated risk: G (1x4)</p>
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>Fire drill was practised with students as part of induction programme.</p> <p>2 fire drills completed in the Autumn term</p> <p>Classroom doors to corridors to remain open during sessions</p>

	<p>Fire Risk Assessment updated and checked to ensure compliance. RPA to be notified of any amendments to Fire Risk Assessments to ensure cover</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Existing Health & Safety Policy is no longer fit for purpose in the current circumstances	<p>Trustee with KRA for Health & Safety reviewed Health & Safety Policy with Premises & Health & Safety Officer prior to June opening. A further review was undertaken in September and policy updated. A follow up review and visit by governor with KRA for Health & Safety took place in December 2020</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>

RISK: Infection Control – (Key: R+ = very high / R = high / A = medium / G = low)

RISK	Action to reduce risk
Increased risk of transmission due to new strain of virus	<p>Majority of staff to work from home. Vulnerable staff will not be required to supervise students in school. Staff supervising students in IT rooms to be located at min. 2m distance from students. Staff to wear PPE supplied by school; students to wear face coverings.</p> <p>Minimum number of staff to be in school at any time.</p> <p>No more than 2 staff to cover reception / admin duties to be located in the office at any one time. 2m distance and good ventilation to be maintained at all times</p> <p>Risk: R+ (4x3) Mitigated Risk: A (2x3)</p>
Need to reduce contact between student groups	<p>Students in school will form new bubble and will use rooms G6 and F1 and ground floor toilets</p> <p>Students preparing for external examinations will use 1st floor toilets and will work in F8 on 6th, 7th January.</p> <p>Examinations will be located in sixth form block. Face coverings to be worn and 2m distance to be maintained. Examinations will no longer be going ahead</p> <p>Risk: R+ (4x3) Mitigated Risk: A (2x3)</p>
Risk of contamination through shared equipment	<p>All students reminded to bring pencil case with required equipment</p> <p>Risk: R (2x4) Mitigated Risk: G (1x4)</p>
Site contamination	<p>Deep clean of school carried out in school holidays. Deep cleans of specific areas will take place in the event of a confirmed case after 72 hour period. Site will be closed immediately if affected areas cannot be isolated.</p> <p>Cleaning staff to maintain the robust cleaning regime that has operated since January with cleaning of access routes and toilets during the school day</p> <p>Risk: R+ (3x4) Mitigated Risk: G (1x4)</p>
Increased risk of virus being brought into school	<p>Students/staff who present with any sign of a cough/cold will have temperature scanned</p> <p>Students/staff in school will be prioritised for testing</p>

	<p>Hand sanitiser at entrance to school and in toilets. Latest Coronavirus posters reminding students of basic hygiene procedures will be displayed around school.</p> <p>Students will wear their school uniform to reduce the risk of contamination.</p> <p>Students will be required to place any coat/jacket in their bag. Bags must be placed on the floor in the classroom and not on a table. Students will be instructed to bring only the equipment they need for that day.</p> <p>All staff and students are required to wear a face covering in corridors, on paths when accessing/leaving school and in toilets.</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>
<p>Increased risk of transmission through number of students & staff in school</p>	<p>Students in school (currently 26) will be divided between 3 rooms. Interaction between groups will be avoided.</p> <p>Students will be required to wipe work station with anti-bacterial wipe before and after each session. Seating plans in place for all rooms to enable identification of contacts in the case of a confirmed COVID case. Students are expected to wear a face covering at all times.</p> <p>All rooms are supplied with anti-bacterial wipes, tissues & hand sanitiser. Masks and gloves are available for staff</p> <p>Large bins with lids provided in classrooms for safe disposal of waste.</p> <p>Students required to wear school uniform/sixth form clothes to reduce risk of contamination</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>
<p>Increased risk to staff who are clinically vulnerable</p>	<p>Staff who are clinically extremely vulnerable will work from home and staff who are clinically vulnerable will be discouraged from coming into school.</p> <p>Risk assessment to be kept under review for staff who are clinically vulnerable with additional support / adjustments put in place as required.</p> <p>Pregnant work risk assessment completed for all pregnant staff. Any worker in third trimester of pregnancy will not be expected to come into school.</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>

<p>Parents/carers, students and staff are not aware of the school's procedures and their responsibilities, including on self-isolating and testing should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in school</p>	<p>All parents/carers and staff were required to read the health declaration and checklist before the start of the year and reminded of the need to notify school if anyone in the household becomes ill</p> <p>Temperature scanning used for students/staff presenting with cough/cold symptoms</p> <p>Parents/carers and staff will be continually reminded of current government guidance on the actions to take should anyone display symptoms of COVID-19. This will be shared via Parentmail and school website and in staff briefings.</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p>
<p>Risk to students and staff through use of public transport</p>	<p>Students encouraged to avoid public transport and to walk/cycle to school.</p> <p>Staff and students who use public transport instructed to follow government guidelines</p> <p>Risk: R+ (4x4) Mitigated risk: R (2x4)</p>
<p>Ability to manage social distancing in a school context</p>	<p>Access to the canteen will be carefully controlled during the breaks</p> <p>SLT will coordinate access to toilets</p> <p>Mixing of groups of students in school will be avoided. The wearing of face coverings will be required at all times.</p> <p>Risk: R (4x3) Mitigated Risk: G (2x2)</p>
<p>Risk of increased transmission through use of resources</p>	<p>Students in school will be receiving live lessons online or following the online curriculum. Students will not need to use text books and individual copies will be made where printed resources are required.</p> <p>Sharing of stationery and other equipment will not be permitted.</p> <p>Risk: A (2x3) Mitigated Risk: G (1x3)</p>
<p>Need to sanitise keyboards after use</p>	<p>Supervising staff will ensure that students use anti-bacterial wipes at the end of each session to wipe over keyboards</p> <p>Risk: R (3x3) Mitigated Risk: G (3x1)</p>
<p>Need to sanitise photocopiers before and after use</p>	<p>Anti-bacterial wipes to be placed adjacent to photocopiers for touch pads to be wiped before and after use</p>

	Risk: R (3x3) Mitigated Risk: G (3x1)
Lack of PPE	<p>Premises Officer to confirm with HT on weekly basis that there is a sufficient supply of PPE. Supplies monitored daily and update provided to HT at the start of every week</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Student/staff attending school are confirmed to have COVID-19	<p>Seating plans and daily rota in place and register taken so it is possible to identify with whom student/staff member has been in contact. DfE schools' helpline/Public Health Birmingham (PHB) to be notified and flowchart issued by Local Authority to be followed.</p> <p>School to be closed to all staff and students identified as contact</p> <p>Vulnerable/key worker children to attend network school if necessary in the event of the school having to close completely</p> <p>All students/staff who were in close contact with individual will be required to self-isolate for 10 days</p> <p>Deep clean of area of school accessed by individual to be carried out (after 72 hours)</p> <p>All cases will be reported to Public Health and guidance followed.</p> <p>Deep clean of affected area(s) to be carried out and area to remain closed for 72 hours.</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p>
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<p>Any student/member of staff presenting with COVID-like symptoms will have temperature scanned and will immediately be escorted via courtyard and fire door to corridor behind exams office to be isolated away from all other students and staff whilst collection is arranged</p> <p>Deep clean of corridor to be carried out afterwards</p> <p>Risk: R (2x4) Mitigated risk: G (2x2)</p>

RISK: Student education & Student/Staff well-being – (Key: R+ = very high / R = high / A = medium / G = low)

Risk	Action to reduce risk
<p>Students are unable to access teaching and fall behind in their learning</p>	<p>IT team to review IT audit and ensure all students who have indicated they have no IT access are provided with a school chromebook.</p> <p>Live lessons to be delivered online to all students in years 10-13. Non-attendance at lessons to be followed up and students will be brought into school if there is a concern.</p> <p>KS3 students to work on online curriculum interspersed with face to face feedback lessons</p> <p>Learning Support Team to provide bespoke support to students on SEN list. Member of Learning Support Team in school each day to support EHCP students/students with additional needs who are in school.</p> <p>Subject areas to monitor work completion and Lead Professionals to liaise with relevant Achievement Coordinator where there is a particular concern.</p> <p>Risk: R (3x3) Mitigated risk: G (2x2)</p>
<p>Increased number of students who become vulnerable during lock-down</p>	<p>Weekly well-being call to be made by student support team to all KS3 students and any KS4 student who has not attended lessons. Concerns reported to Headteacher and Senior DSL</p> <p>Ongoing support provided by Place2Be</p> <p>Key staff have completed bereavement and emotional well-being training</p> <p>Risk: R (3x3) Mitigated risk: A (3x2)</p>
<p>Emotional impact of lockdown upon staff and students</p>	<p>Weekly well-being call to be made by student support team to all KS3 students and any KS4 student who has not attended lessons. Concerns to be reported to Headteacher and Senior DSL. Students where there is already a concern to be provided with school safeguarding mobile number and/or to receive DSL support</p> <p>Line managers to maintain weekly contact with Departments. All staff have Headteacher mobile number and are able to contact at any time</p> <p>Well-being newsletter sent out fortnightly to all year groups</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p>

<p>Increased risk of disclosures during lockdown</p>	<p>All DSLs are contactable by phone and can deal with any disclosures</p> <p>Separate safeguarding email address / phone number are available for external agencies to contact school. This is published on the main page of the website.</p> <p>Risk: R (3x3) Mitigated risk: A (3x2)</p>
<p>Need to take account of personal, social and emotional needs of students during second lockdown</p>	<p>Weekly well-being calls made to KS3 students. Well-being checks of KS4 & 5 students in lessons</p> <p>Student support team to identify individuals who need more specialist support</p> <p>Weekly DSL monitoring of students identified as emotionally vulnerable</p> <p>1:1 review sessions to be scheduled with Review Tutors for years 7-11 and post-16 to provide ongoing support</p> <p>Risk: R (3x3) Mitigated risk: A (3x2)</p>