

Risk Assessment for Lordswood Girls' School & Sixth Form (updated 11.8.2021)

This risk assessment checklist/tool is based on the Government guidance issued to schools (July 2021). It will be kept under review in order to be able to respond to changing circumstances.

The risk assessment is a revised version of the assessment that was completed following consultation with trustees and governors, representatives from the different staff unions and senior leadership which was signed off by the Trust on 4th March and takes account of the government's removal of COVID measures.

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 |
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| Ability to ensure a safe entry and safe exit to the school for all | <p>All students will enter via the Lordswood Road entrance. SLT will be on duty to supervise the arrival and departure of students to discourage groups of students from congregating. Staff will oversee arrival of students in the building and remind them to sanitise their hands on entry to the building. Hand sanitiser provided at entrance to school</p> <p>Risk: G (2x2) Mitigated risk: G (1x2)</p> |
| Management of student drop offs/pick-ups, visitors and other members of public that may need to attend | <p>SLT will supervise Lordswood Road entrance and staff will oversee students' entrance into the building.</p> <p>North gate to be closed at 8:30 and reopened at 2:55pm to allow students to leave.</p> <p>Access to the site is controlled at all times. Contact details for all visitors will be retained at Reception.</p> <p>No parents will be allowed access to the site unless there is a prior agreement in place for dropping off child (mobility issue) or they have an appointment</p> <p>Risk: G (2x2) Mitigated risk: G (1x2)</p> |
| Parents/carers are not fully informed of updated COVID arrangements for schools | <p>HT letter sent to parents/carers of students in all years to explain arrangements for testing at start of year and the option to continue to wear a face covering</p> <p>Regular communication maintained with parents to update on arrangements</p> <p>Risk assessments will be made available for inspection on school website</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p> |
| Increased risk of infection in social spaces, incl. staff room and offices | <p>Students in years 7-11 will be allocated a specific set of toilets and will have a designated area of the canteen</p> <p>Year 12 & 13 students may use social space, once tested</p> <p>Staff to continue with twice weekly testing</p> <p>S13, meeting room in School House, 1st floor meeting room are available as alternate working spaces</p> <p>Staff and students have the option to continue to wear a face covering</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |
| Children and staff using public transport to travel to school | <p>Most children are brought in parental car to school or walk.</p> <p>Students who use public transport to be encouraged to continue wearing a face covering</p> |

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| | Risk: R (3x3) Mitigated risk: A (3x2) |
| Risk to staff who come into contact with the public more frequently, such as reception staff. | Reception is enclosed so that reception staff are protected from the public by a screen Risk: G (2x2) Mitigated risk: G (2x1) |
| Capacity and availability of cleaning staff to meet the increased need for cleanliness and hygiene of the premises? | Hours of cleaning team revised to enable clean of toilets, corridor doors, stair banisters etc. during day Risk: A (2x3) Mitigated risk: G (1x3) |
| Ability to ensure increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser | Premises & H&S Development Officer to ensure that school always has at least 1 term's supply of hand sanitiser School will continue to keep a stock of face masks and disposable gloves for staff Risk: G (2x2) Mitigated risk: G (1x2) |
| Ability to maintain levels of essential supplies to enable more frequent cleaning and also accommodate the possibility of COVID cases and additional 'deeper' cleaning needing to take place | Weekly meeting between Premises & H&S Coordinator and Cleaning Supervisor to review cleaning rotas and supplies. Ordering of supplies will take account of changes in incidence of the virus and/or incidences of the new variant in the area. Risk: G (2x2) Mitigated risk: G (1x2) |
| Procedures are not in place for COVID-19 clean following a suspected or confirmed case | Cleaning company have the capacity and ability to carry out a deep clean should there be a suspected or confirmed case of COVID-19 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 Risk: A (2x3) Mitigated risk: G (1x3) |
| Increased risk of transmission when queuing for toilets and handwashing | Toilets allocated to year groups to reduce number of students who may need to access toilets at any one time. Student access to toilets will be supervised by staff on duty Hand sanitiser will be available in all toilets and refilled after each session Cubicle doors of staff toilets to be clearly open when not in use so that there will be no one is waiting in wash area Risk: A (3x2) Mitigated risk: G (2x2) |
| Need to maintain cleaning of touch points during the school day (stairs, toilets) | Enhanced cleaning rota that has been in operation since January 2020 to be maintained Risk: A (2x3) Mitigated risk: G (1x3) |
| Premises contamination if any cases of COVID-19 occur | See RA Infection Control Access to site/contaminated area will be discontinued for all staff and students; remote curriculum will operate. Vulnerable/key worker children will be educated in a different area of the school if required. Risk: A (2x3) Mitigated risk: G (2x2) |

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| <p>Over-running building works therefore contractors on-site whilst school is in operation may pose a risk to infection control (safeguarding measures will be in place)</p> | <p>Any over-running work will need to be completed after the end of the school day or at a weekend Contact details retained for any contractors on site Any contractors who are on site during the school day will only be permitted on site if their work is away from student areas. Risk: A (3x2) Mitigated risk: G (2x1)</p> |
| <p>Fire procedures are not appropriate to cover new arrangements</p> | <p>Fire evacuation procedures have been updated for September 2021. Signage in rooms and corridors has been updated to indicate evacuation route. Assembly points reorganised and areas marked as appropriate Staff and students will be briefed on evacuation procedures as part of start of term induction List of Fire marshalls has been updated and training put in place (September 2021) 2 fire drills to be completed in the autumn term (announced/unannounced). Classroom doors to corridors to remain open during sessions Fire Risk Assessment updated and checked to ensure compliance. RPA notified of any amendments to Fire Risk Assessments to ensure cover Risk: A (2x3) Mitigated risk: G (1x2)</p> |
| <p>Existing Health & Safety Policy is no longer fit for purpose in the current circumstances</p> | <p>Trustee with KRA for Health & Safety reviewed Health & Safety Policy with Premises & Health & Safety Officer in April 2021. A further review will be undertaken in September 2021. Risk: G (2x2) Mitigated risk: G (1x2)</p> |

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

| RISK | Action to reduce risk |
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| School has a number of confirmed positive cases | <p>Government threshold is defined as: 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>Public health advice to be sought by phoning the DfE helpline (0800 046 8687, option 1)</p> <p>Control measures - ventilation of rooms / cleaning regimes / hygiene procedures to be reinforced at start of term and robustly implemented.</p> <p>Risk: R (3x3) Mitigated Risk: A (2x3)</p> |
| Increased risk of virus being brought into school | <p>All classrooms and offices to be well-ventilated: windows and doors should remain open</p> <p>Carbon dioxide monitors to be used when issued by the DfE to monitor levels of ventilation</p> <p>Students will have option to wear navy fleece in colder weather</p> <p>Students/staff who present with any sign of a cough/cold will be asked to stay at home until a negative PCR test is obtained.</p> <p>All staff and students will have the option to wear a face covering</p> <p>Hand sanitiser at entrance to school and in toilets</p> <p>Coronavirus posters reminding students of basic hygiene procedures will be displayed around school and students to be reminded of basic hygiene procedures by Review tutors.</p> <p>Trays containing anti-bacterial wipes, tissues & hand sanitiser in all teaching rooms. Large bins with lids provided in classrooms for safe disposal of waste</p> <p>Enhanced cleaning routines to remain in place</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |

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| <p>Risk to school community through asymptomatic cases</p> | <p>Staff to complete lateral flow test prior to September return</p> <p>Staggered start to Autumn term to enable all year groups to complete lateral flow tests. Students to complete 2 tests in-school before being issued with home testing kit to enable twice weekly testing.</p> <p>Staff to be issued with home testing kits to enable twice weekly testing These arrangements remain subject to updated government/public health guidance</p> <p>Risk: R (3x3) Mitigated Risk: A (2x3)</p> |
| <p>Impact of any new variants of the virus on the day to day running of the school</p> | <p>New variants of the virus do not require any additional control measure and the current guidance remains unchanged.</p> <p>Any local outbreaks of any new variant(s) will be managed by Public Health in partnership with school, staff and families impacted.</p> <p>Risk: A (2x3) Mitigated Risk: A (2x3)</p> |
| <p>Risk of contamination through shared equipment, especially in specific subjects (PE, music, IT, food)</p> | <p>All students reminded to bring pencil case with required equipment – This will be reinforced during start of year induction. In the case of need, Pupil Premium funding will be used to purchase sets of equipment</p> <p>Programmes of study take account of government guidelines</p> <p>Sanitiser post in sixth form block to be used by students before entering and after leaving the sports hall. Sports equipment will, where possible, continue to be linked to identified groups and cleaned after use.</p> <p>Risk: A (2x3) Mitigated Risk: G (1x3)</p> |
| <p>Site contamination</p> | <p>Deep clean of school to be carried out in all school holidays. Deep cleans of specific areas take place following confirmation of a confirmed case within that year zone.</p> <p>Cleaning staff to maintain the robust cleaning regime that has operated during the pandemic with cleaning of access routes and toilets during the school day</p> <p>Risk: R (3x3) Mitigated Risk: G (1x3)</p> |
| <p>Parents and carers may not fully understand their responsibilities should their child or a member of their household show symptoms of COVID-19</p> | <p>Parents/carers 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. Reminder of procedures to be followed will be included in September return to school letter.</p> <p>Link to guidance in community languages on school website</p> <p>School staff are aware of procedures to be followed where a student becomes ill</p> |

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| | <p>Robust record keeping in place</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |
| <p>Parents/carers unclear about guidance that must be followed to support students and keep the school community safe and support that is available for children and families</p> | <p>Government updated guidance shared with parents in information about September return to school</p> <p>Parents kept informed of current government guidance through school website and regular Parentmail updates</p> <p>LFD testing arrangements shared with parents/carers</p> <p>In school testing will take place if required</p> <p>Parents/carers signposted to Forward Thinking Birmingham resources to support mental health and wellbeing, including anxiety of returning to school for students and parents.</p> <p>School will explore Family Connect support if appropriate</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p> |
| <p>Risk to students and staff through use of public transport</p> | <p>Staff and students who use public transport are recommended to wear a face covering and should check current guidelines</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |
| <p>Need to sanitise keyboards after use</p> | <p>ICT/Music staff will have anti-bacterial wipes and will issue to students at the end of each session so that they can wipe over keyboards</p> <p>Risk: R (3x3) Mitigated Risk: G (2x2)</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> <p>Risk: R (3x3) Mitigated Risk: G (2x2)</p> |
| <p>Student/staff attending school are confirmed to have COVID-19</p> | <p>Seating plans in place and register taken for all lessons so it is possible to identify with whom student/staff member has been in contact.</p> <p>Students identified as a contact will not be required to self-isolate; staff who have been fully vaccinated (or are unable to be vaccinated for medical reasons) should complete a PCR test but will not be required to self-isolate</p> <p>Deep clean of affected area(s) to be carried out and area to remain closed for 72 hours. In the event of a significant number of cases across all years, the whole site will be closed and a deep clean effected.</p> |

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| | <p>Public health advice to be sought by phoning the DfE helpline (0800 046 8687, option 1) if 5 or more students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>Self-Isolation Service Hub on 020 3743 6715 to be contacted if any member of staff tests positive</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |
| <p>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</p> | <p>Any student/member of staff presenting with COVID-like symptoms 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>First Aiders to wear PPE.</p> <p>Risk: A (2x3) Mitigated risk: G (2x2)</p> |
| <p>No plan in place if an outbreak or lockdown should occur</p> | <p>School Business Continuity Plan is in place.</p> <p>Outbreak Management Plan can be implemented within 24 hours</p> <p>Remote learning provision is in place and provision can be made for vulnerable/key worker children and students with SEND</p> <p>Risk: A (2x3) Mitigated risk: G (2x1)</p> |

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

| Risk | Action to reduce risk |
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| <p>Management of attendance: some parents still have concerns re. COVID risk in school</p> | <p>Risk assessment to be regularly reviewed, updated and placed on website.</p> <p>HT/SLT/AC conversation with individual parents as required.</p> <p>ESW visit if non-attendance continues to offer support</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p> |
| <p>Achievement gaps have widened for students who fell behind in their learning during periods of self-isolation and school closures</p> | <p>Individual teachers to identify students who have not made expected progress</p> <p>Lead Professional to discuss identified students with SLT line manager and agree intervention and use of catch-up funding as appropriate</p> |

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| | <p>Schemes of work updated to address gaps in learning but breadth of provision to be maintained at all key stages. PSHE days to continue as planned Before and after school literacy/numeracy intervention to resume Online curriculum to be used to supplement in school teaching Chromebooks to be made available to students who require IT access Virtual lessons delivered to students required to self-isolate with additional support for students on the SEN list</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p> |
| <p>Impact of periods of self-isolation on already vulnerable students, incl students with EHCP; impact of pandemic on families</p> | <p>DSL and learning support team to monitor progress of SEND / vulnerable students and identify any specific needs on return to school. Bespoke support to be put in place as required. Place2Be to provide counselling support as necessary. Director of Intervention & Inclusion to check that EHCP requirements can be met Assessment for access arrangements for year 11 students completed IT team to update IT audit of students' access to IT and internet each half term</p> <p>Parents/carers signposted to Forward Thinking Birmingham resources to support mental health and wellbeing, including anxiety of returning to school for students and parents. School will explore Family Connect support if appropriate</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p> |
| <p>Increased risk to staff who are clinically vulnerable</p> | <p>Risk assessment to be kept under review for staff who are clinically vulnerable with additional support / adjustments put in place as required. Pregnant work risk assessment completed for all pregnant staff.</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p> |
| <p>Ensuring staff confidence or awareness of mental health, pastoral/wider well-being support for students returning to school</p> | <p>Time built into CPD programme to enable staff to familiarise themselves with Review Tutor mental well-being programme. Folder of resources to support staff in managing pastoral and mental health also available Guidance and training has already been provided to Review tutors prior to September reopening</p> <p>Risk: G (2x2) Mitigated risk: G (2x1)</p> |
| <p>Students moving on to the next phase in their education are ill-prepared for transition</p> | <p>Regular communications have been maintained with year 6 parents and a large number of year 6 pupils are attending the transition summer school.</p> |

Open evening will take place with enhanced safety measures (inline with PHE guidance) e.g. LFD required by all parents, limited numbers, no guides, no hands on exhibits

Staff available during holidays to support transition of year 13 and year 11 students

Risk: G (2x2) Mitigated risk: G (2x1)

Outbreak Management Plan

| Risk | Measure |
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| Need to reduce contact between year groups | <p>Main building to be divided into year group zones. Years 12 and 13 will be taught exclusively in sixth form block except where access to specialist teaching space is required (art, music, science, IT)</p> <p>Toilets will be allocated to year groups to reduce number of students using them and enable social distancing to be maintained</p> <p>Lunch sittings and designated seating areas facilitate reduced contact between groups</p> <p>Year groups allocated different areas of playground</p> |
| Need to reinstate social distancing | <p>Desks to be moved to ensure forward facing</p> <p>2m box identified for teacher to teach from - to protect students and staff.</p> <p>Protective screens have been retained and can be erected in IT and art rooms</p> <p>Science labs and library can be reinstated as classrooms</p> |
| Need to ensure a safe entry and safe exit to and from school for all | <p>If required, all sixth form students will enter via Knightlow Road entrance</p> <p>Students in years 7-11 students will enter via the Lordswood Road entrance and be supervised by SLT</p> <p>Year groups to be allocated to separate areas to wait before entering school</p> |
| Parents/carers are not aware of updated requirements | <p>HT letter sent to parents/carers outlining expectations</p> <p>Regular communication maintained with parents to update on arrangements</p> |
| Increased risk of infection in social spaces, incl. staff room and offices | <p>Students in years 7-11 will be allocated to designated area of canteen.</p> <p>Year 12 & 13 students may use social space, but will be required to sit at separate tables which will be marked out to allow compliance with social distancing guidelines.</p> <p>The wearing of face masks will be reintroduced as a requirement for students in social areas, when moving around school and by those visiting offices.</p> <p>Staffroom furniture reorganised to enable social distancing. Humanities, music and health offices will be restricted to no more than 2 staff. S13, meeting room in School House, 1st floor meeting room available as alternate working spaces.</p> <p>Science, IT/MFL offices reorganised to enable min 2m distance</p> <p>Protective screens can be put back into staff work room.</p> |

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| Increased risk of infection in sports hall changing rooms | Students will be instructed to wear school PE kit to school on days when they have a PE lesson |
| Ability to ensure stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser to accommodate more frequent cleaning or the possibility of cases of COVID-19 and additional 'deeper' cleaning needing to take place | Weekly meeting between Premises & H&S Coordinator and Cleaning Supervisor to review cleaning rotas and supplies. Ordering of supplies will take account of changes in incidence of the virus and/or new variants in the area. Premises & H&S Development Officer to ensure that school always has at least 1 term's supply of hand sanitiser School will continue to keep stock of face masks and disposable gloves for staff should these be required |
| Procedures are not in place for COVID-19 clean following a suspected or confirmed case | Cleaning company have the capacity and ability to carry out a deep clean should there be a suspected or confirmed case of COVID-19 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 |
| Need to ensure staffing for vulnerable and key worker children in the event of a new or partial closure | Staffing rota to be drawn up excluding staff who fall into high risk category. SLT will supervise provision on daily rota. First aider to always be on site Plans in place to move to remote learning if required. Remote learning provision is in place for any student self-isolating |
| Queues for toilets and handwashing increase risk of transmission | Toilets have been zoned to year groups. Student access to toilets will be supervised by staff on duty to control number of students accessing toilets. Students will be required to wear a face covering when queuing for toilets and when in toilets. Hand sanitiser will be available in all toilets and refilled after each session Cubicle doors of staff toilets to be clearly open when not in use so that there will be no one is waiting in wash area |
| Need to arrange for extra cleaning of the school for areas used by all years (stairs, specialist rooms) | Students will be taught predominantly in their base room within year zone; this will reduce the need for students to move around school during the course of the school day Year zones enable cleaners to manage cleaning rotas and ensure that access areas and specialist rooms receive additional clean |
| Premises contamination if any cases of COVID-19 occur | Access to site/contaminated area will be discontinued for all staff and students; remote curriculum will operate. Vulnerable/key worker children will be educated in a different area of the school if required. |