

COVID-19 RISK ASSESSMENT – WESTBOURNE SCHOOL

Revised: 21st May 2021

Nest Review date: June 21st 2021

Routine Activity	Hazard Type	How may be harmed?	Unmitigated Risk Score			Actions to reduce risk	Mitigated Risk Score		
			Likelihood	Severity	Risk Score		Likelihood	Severity	Risk Score
<p>Travel to and from work / car sharing/ transporting pupils / Pupils arriving or leaving</p>	<p>Contracting and spreading the COVID-19 virus.</p>	<p>Pupils / staff / Visitors</p>	M	VH	H	<ul style="list-style-type: none"> Pupils to follow LA and taxi firms risk mitigation process Staff and pupils to wear masks on school transport unless medically prohibited Hand gels to be used by all pupils and staff before and after getting on transport Pupils not to sit together on transport where possible– always one space between passengers All controls, seat belts and handles of vehicle to be wiped down as part of pre transport check and after journeys are completed Staff encouraged that public transport is not used and a private vehicle is used to and from the workplace. 	NL	VH	M
<p>Entering and leaving the premises</p>	<p>Contracting and spreading the COVID-19 virus.</p>	<p>Pupils / staff / Visitors</p>	L	VH	H	<ul style="list-style-type: none"> All staff, pupils and visitors to have their temperatures taken on entry All visitors to complete a CV19 questionnaire Pupils encourage not to congregated on entry to the school and to go directly to their tutor groups All visitors to report to reception (as per normal practice) and be given hand gell. Contact details left if the school does not already have them <p>All pupils, visitors and staff will be encouraged to stay out of the reception office</p> <ul style="list-style-type: none"> Masks are available on request for all staff, visitors and pupils – and this is advertised at reception 	NL	VH	M

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<p>Sitting at the desk / using printing facilities Use of classrooms, PE, Catering and IT equipment</p>	<p>Contracting and spreading the COVID-19 virus.</p>	<p>Pupils, Staff, contractors</p>	<p>M</p>	<p>VH</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils and staff should consistently use only their allocated desk where possible • Communal equipment wiped down before and after use – ie keyboards, telephones, printers • Wipes and gels to be available in every classroom and office • PE and catering equipment should be wiped down where possible • Doors and handles should be wiped down between lessons • Social distancing should be observed where possible • PE activities should take place outdoors where possible 	<p>NL</p>	<p>VH</p>	<p>M</p>
<p>Meal times</p>	<p>Contracting and spreading the COVID-19 virus.</p>	<p>Staff, pupils, visitors</p>	<p>L</p>	<p>VH</p>	<p>H</p>	<ul style="list-style-type: none"> • Hand washing and use of gels for all staff and pupils • Spacing at tables should be as wide as possible 	<p>NL</p>	<p>VH</p>	<p>M</p>
<p>Using toilet facilities</p>	<p>Contracting and spreading the COVID-19 virus.</p>	<p>Staff, Pupils, contractors and visitors</p>	<p>L</p>	<p>VH</p>	<p>H</p>	<ul style="list-style-type: none"> • Hand washing good practice reminders in all toilets • Pupils reminded re hand washing regularly in tutor times and shown instruction video https://www.youtube.com/watch?v=S9VjeIWLnEg • https://www.youtube.com/watch?v=nEzJ_QkIT14 • Staff to remind pupils re handwashing when they let them into toilets – esp those with poor working memories • Paper towels to be used and driers turned off to prevent blowing the virus off the hands 	<p>NL</p>	<p>VH</p>	<p>M</p>

Meetings, training and assemblies	Contracting and spreading the COVID-19 virus.	Staff, contractors, pupils and visitors	M	VH	H	<ul style="list-style-type: none"> Where possible meetings are to be held remotely Where physical meetings must happen meeting attendees should observe a non contact rule and observe social distancing Tables and chairs to be wiped down and wipes kept in the conference room Staff meetings to be held observing social distancing Assemblies to be held remotely and delivered by Zoom 	NL	VH	M
Restrictive Physical Interventions	Contracting and spreading the COVID-19 virus.	Staff and pupils	H	VH	VH	<ul style="list-style-type: none"> RPIs – as per the policy of the school should only be used when absolutely necessary All staff to carry masks. Once an RPI occurs there would be an immediate switch over to allow staff to wear masks. Masks should not be applied to children who are being held After the RPI staff should wash and use hand gel. Showers are available and outer clothes should be washed if the RPI involved spitting 	NL	VH	M
Spitting, licking and deliberate attempts to infect	Contracting and spreading the COVID-19 virus.	Staff and pupils	H	VH	VH	<ul style="list-style-type: none"> All pupils' handling / RA plans to be reviewed Clothes washing and showering is mandatory Parent/carers of pupils who do this will be spoken to and the seriousness of this emphasised Pupils whom persistently engage in this activity will have their programmes altered to reduce the risk, including some remote working. In extreme cases temporary exclusion maybe used 	L	VH	M
Offsite Visit and trips	Contracting and spreading the COVID-19 virus.	Staff, pupils and general public	M	VH	H	<ul style="list-style-type: none"> All transport risk mitigation outlined above to be followed All trips and offsite provision risk assessments should take into account CV19 risk All pupils and staff must wash on their return and use hand gel 	NL	VH	M
1 2 1 working and therapy sessions	Contracting and spreading the COVID-19 virus	Staff, pupils and contractors	M	VH	H	<ul style="list-style-type: none"> Social distancing to be used where possible Masks available if requested or suitable Sessions to take place in large open spaces where possible Sanitisation of any equipment to be carried out 	NL	VH	M
Learning gaps created by lockdown	Loss of progress and academic confidence by pupils	Pupils	NC	M	H	<ul style="list-style-type: none"> Additional staff to be employed as part of the intervention team Staff to identify pupils at particular risk and flag to the SENCO Planned and tracked interventions in place 	L	M	M

Mental health strain caused by current situation	Higher anxiety and mental ill-health	Pupils and staff	NC	H	VH	<ul style="list-style-type: none"> Tutors to flag pupils under particular pressure or of concern Therapy team capacity has increased Staff to have access to therapy team and also OFG helplines All line managers to ensure they ask their staff re welfare regularly and in PM/supervision 	L	M	M
General spread of COVID-19	Contracting and spreading the COVID-19 virus.	Staff, visitors and pupils	M	VH	H	<ul style="list-style-type: none"> Masks to be worn by visitors in communal areas. The voluntary for staff and pupils Visitors to comply with Track and Trace All vulnerable staff and pupils to have CV19 added to their risk assessments and appropriate individual action taken to mitigate risk as appropriate Compliance with Track and Trace to be mandatory Increased deep cleaning – including of high transmission areas and equipment with anti bacterials Posters, leaflets and other materials on display in a format that all site users can understand. Use of usual cleaning substances unless a symptomatic person has been in attendance. Social distancing to be used where ever possible Regular updates shared with staff and pupils using briefings and tutor time Parents kept informed of developments and encouraged to report any suspected cases at home Pupils and staff encouraged not to bring in additional equipment etc from home Regular premised checks to be maintained including water temperature etc Fogging to be undertaken regularly 	VL	VH	M

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Risk Level Matrix												
Likelihood	Near Certainty	NC	Low		Medium		High		Very High		Very High	
	High	H	Low		Medium		High		High		Very High	
	Medium	M	Low		Low		Medium		High		High	
	Low	L	Very Low		Low		Medium		Medium		High	
	Not Likely	NL	Very Low		Very Low		Low		Medium		Medium	
* A Lost Time Injury is an injury that prevents the person returning to work on the following day or shift. ** A RIDDOR reportable injury is an injury that prevents the person returning to work for more than 7 days or results in a major bone fracture, amputation, reduction in sight, brain or internal organ damage or >10% burn coverage.			Very Low	VL	Low	L	Medium	M	High	H	Very High	VH
			Superficial injuries		Minor injury requiring first aid		Injuries resulting in Lost Time*		Major / RIDDOR** reportable injuries		Fatality	
Severity												

Impact of Mitigated Risk Score	
Very High	Any activities containing very high or high risks must not be undertaken until further mitigations are implemented.
High	
Medium	Any activities containing medium or low risks may proceed if the risk is As Low As is Reasonably Practicable (ALARP), otherwise seek to reduce the risk further.
Low	
Very Low	Any activities containing low risks may proceed.

Note to Assessor / Assessment Team
None currently

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