

Bishop's Hatfield Girls' School - Covid 19 Risk Assessment -- November 2021

NB - This Risk Assessment will be updated as and when guidance changes - where local public health advice asks for additional measures we will implement a contingency plan based on our previous Risk Assessment dated May 2021

Hazard/Issue	Who is at Risk	Control Measures
Risk of spreading infection	Staff Students Visitors	<ul style="list-style-type: none"> ● Regular washing/sanitising of hands ● Pupils encouraged to wash or sanitise hands on arrival at school, before and after eating food and as regularly as possible through the day ● Coughs and sneezes to be caught in a tissue and the tissue to be immediately placed in bin ● Students to be regularly reminded to wash their hands/sanitise at the start of each lesson ● A one way system will be maintained in main corridors to avoid congestion ● All pupils and staff should wear a face mask in corridors and when moving around the school, including the lunch queue ● Masks should not generally be worn in classrooms during lessons as they present a barrier to learning. ● Staff may request that pupils wear masks for specific activities in or outside the building, or where a member of staff is vulnerable due to a health condition. ● From 4/11/21 masks should be worn in all areas of the school including classrooms and when meeting other adults unless social distancing can be maintained ● Staff may request that pupils temporarily remove their mask for the purposes of communication and discipline and to ensure instructions are fully understood ● Pupils and staff may decline to wear a mask for personal or health reasons: parents must make a written request to school if they wish their child to be exempt ● Ventilation in classrooms and around the building to be maximised, balanced against comfortable working temperatures. External and internal doors to remain open as far as possible. As a minimum higher level windows to be open in classrooms (these may be temporarily closed to ensure a comfortable working temperature). Unoccupied rooms should have windows opened to purge rooms. CO2 monitors in classrooms to be used to indicate when further ventilation is required. ● A Lateral Flow home testing programme will operate for staff and pupils, with home tests twice weekly (ideally Wednesday and Sunday). Results of home tests must be reported to the NHS and should also be reported to the school using the Google Form on the school website. This will be reviewed in the light of DfE guidance.
Transport	Staff Students	<ul style="list-style-type: none"> ● Face masks should be worn on school buses/coaches, including Reg's Coaches ● All pupils and staff to wash/sanitise hands on arrival at school regardless of means of travel ● Adhere to latest guidance from Intalink: https://www.intalink.org.uk/safeschooltransport
Meetings	Staff Students Visitors	<ul style="list-style-type: none"> ● Meeting locations should be well ventilated and attendees should be able to space out as far as possible ● Attendees should agree whether masks should be worn, with reference to the location size and ventilation
Visitors	Staff	<ul style="list-style-type: none"> ● Covid 19 precautions to be added to Safeguarding leaflet given to all visitors

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	Students Visitors	<ul style="list-style-type: none"> All visitors should wash or sanitise hands on arrival Visitors should be requested to wear face masks whilst moving around the school and in communal areas where social distancing cannot be maintained
Arrival and departure	Staff Students	<ul style="list-style-type: none"> Member of staff to be on duty by school entrance at the start and end of the day Hand sanitiser to be available at all outside entrances Pupil entrance doors on automatic or propped open at the start and end of the day to aid ventilation and masks worn on entry to the school Pupils access appropriate entrance to ensure a minimum amount of people in each area and to allow one way access to designated rooms Sixth form students should study at home as far as possible between timetabled lessons and tutor meetings to avoid overcrowding in 6th Form areas
Classrooms	Staff Students	<ul style="list-style-type: none"> Box of tissues and anti-bacterial wipes to be available in each classroom - staff may use these to clean keyboards etc. Staff to request replacement from site team when supplies run low. Classroom markings in place to identify 2 metre zone at the front of the class on request: staff can use this as a guide
Equipment and Practical lessons	Staff Students	<ul style="list-style-type: none"> Activity risk assessments will be reviewed and any Covid restrictions added prior to an activity taking place Where practical experiments involve a naked flame, everyone to wash their hands first and ensure alcohol based sanitiser is stored at a suitable distance
Staff work areas	Staff	<ul style="list-style-type: none"> Staff are asked to follow the guidance provided here: Keeping our staff safe in school - Sept 2021
Breaktimes and lunchtimes	Staff Students	<ul style="list-style-type: none"> Students to be encouraged to go outside and to use the Lunch Box Masks should be worn in the queue for canteen food and when purchasing food Queue will be staggered at lunchtime Pupils may use communal areas but where overcrowding takes place (e.g. more than 4-6 pupils in one area) they will be asked to move to avoid congestion
Emergency Evacuations	Staff Students	<ul style="list-style-type: none"> The usual fire assembly area will be used (MUGA) Pupils to assemble in form groups in year sections Usual fire routes should be used (not adhering to the one way system)
Student Behaviour	Staff Students	<ul style="list-style-type: none"> Any student not complying with the school's expectations will be dealt with under the school's Actions and Consequences document Pupils who are unable to comply with control measures may be asked to go home: parents will need to come and collect their child or give permission for them to make their own way home Any behaviour that causes risk to any other student or member of staff may prevent any future attendance
Staff in school	Staff	<ul style="list-style-type: none"> Government directives will be followed in relation to staff who are clinically extremely vulnerable during any local lockdown Supply staff handbook updated to give clear guidance regarding control measures in place Peripatetic, contract and temporary staff to be informed of measures and provided with a guide to control measures

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Students with medical conditions	Staff Students	<ul style="list-style-type: none"> • Pupils who are extremely vulnerable may be advised by their health professional not to attend school; in these cases the school will make every endeavour to provide work for them to complete at home • Students who are highly likely to need medical assistance and interventions will have their needs identified in their Medical Care Plans
Trips, visits and enrichment clubs	Staff Students Visitors External 3rd parties	<p>All trips and visits are dependent on the most recent government advice and may be postponed/cancelled at short notice if advice changes</p> <p>Trips/visits:</p> <ul style="list-style-type: none"> • Domestic residential and non-residential trip are permitted • Overseas trips should be discussed with SLT before booking takes place • All trips must be risk assessed using school procedures <p>Enrichment clubs (including breakfast clubs):</p> <ul style="list-style-type: none"> • Enrichment clubs can take place - there is no longer a requirement to restrict these to year group bubbles • All enrichment registers must be taken to track attendance • Clubs should adhere to current Covid guidelines in relation to the activity taking place
Reception	Staff Students Visitors	<ul style="list-style-type: none"> • Staff will be on duty each day in the main school office to support the running of the school • In the event of an emergency evacuation, admin staff will take class registers out to fire assembly points • If there are any behaviour issues or medical concerns, staff will phone home to request immediate collection of the pupil • Visitors must sign in at Reception. • Visitors may be requested to wait outside if the Reception area becomes overcrowded
Toilets & Washing Facilities	Staff Students	<ul style="list-style-type: none"> • Site team to regularly check that all soap dispensers and sanitiser dispensers are full • Toilets cleaned throughout the day
Cleaning	Staff Students	<ul style="list-style-type: none"> • Public areas and toilets to be cleaned during the day and after lunch • Cleaning team will attend site out of school hours every day to ensure thorough cleaning of all areas used • Site team on duty each day to deal with any immediate issues
First Aid – no symptoms of Covid 19	Staff Students	<ul style="list-style-type: none"> • First Aiders will be on site every day • Normal first aid procedures apply unless there is a need to come within 2 metres of anyone with Covid symptoms in which case PPE should be worn.
Students or Staff presenting symptoms of Covid 19 - high temperature	Staff Students	<ul style="list-style-type: none"> • If a member of staff displays symptoms, they must advise the SLT member on duty and immediately go home • If a pupil displays any symptoms, they are to be sat in a designated room or outside on their own with the door closed and if possible, an open window. Admin staff to phone home for an urgent collection. • Any staff or student who displays symptoms will need to go home and book in to have a PCR test carried out. Until they receive the results of that test, they must self-isolate for 10 days. Household members 18.5 years or younger or who are fully vaccinated do not need to self-isolate. Those who do not fall into either of these categories must self-isolate unless they are exempt.

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<ul style="list-style-type: none"> - new, continuous cough - change to or loss of sense of smell 		<ul style="list-style-type: none"> ● Other pupils and staff who have been in the classroom with them, do not need to self-isolate unless they develop symptoms themselves ● If the PCR test result comes back negative, the student/staff member can return to school ● If the test comes back positive, see below - confirmed case ● If the person displaying symptoms requires urgent first aid treatment, the first aider must wear PPE
<p>Confirmed case of Covid 19 in school</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> ● Where a pupil or member of staff tests positive for Covid 19 they should self-isolate for 10 days from the date of first symptoms or 48 hours before the test result was received. They must not return to school until they no longer have symptoms except for a cough or loss of smell/taste. ● Household members 18.5 years or younger or who are fully vaccinated do not need to self-isolate. They should book a PCR test within 48 hours of the positive result being received. Those who do not fall into either of these categories must self-isolate for 10 days unless they are exempt. ● If a positive result is returned from a home testing kit then the pupil/staff must self-isolate. They should book a PCR test via the NHS to confirm the result within 2 days of the home test result. The result of the PCR test overrides the LFD home test. ● Positive cases must be reported to the school immediately ● Any positive cases will be followed up by NHS Test and Trace, not by the school. The school will provide any information to NHS Test and Trace or Local Public Health as required. All classes will have seating plans in order to help track pupils ● The definition of 'close contact' will follow NHS/Local Public Health guidance
<p>Contractors</p>	<p>Staff Students Contractor</p>	<ul style="list-style-type: none"> ● Contractors must risk assess their own working as per their company policy. The school will check that these are in accordance with our own policies
<p>Procedures for exams</p>	<p>Students Invigilators Staff</p>	<ul style="list-style-type: none"> ● Covid protocols in place at the time of any exam to be followed