



## Risk Assessment Form – Norlington School

<b>Location:</b>	<b>Norlington School –</b>
<b>Assessment Number:</b>	COVID Secure

**Title:**  
COVID Secure – Risk Assessment

**Description of Task/Activity:**

- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19. Identify those persons who could be exposed as part of their role such as cleaning staff, ICT Staff and site team and place risk control measures in place to protect these individuals. These individuals are at risk of transmitting and spreading the virus around the building easily due to their varied nature
- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19, this will be via poor hygiene practices and transmission. Government guidance states that people should socially distance as much as possible and work from home wherever appropriate
- Identify the risk associated with staff and pupils not being aware of the symptoms of COVID and the school being aware of the correct Government approved protocols for a confirmed case for staff or pupils and how to effectively manage these individuals keeping staff assisting these individuals safe through the use of Personal Proactive Equipment
- Identify the risk associated with staff and pupils who are deemed by the NHS as being critically vulnerable or extremely critically vulnerable and therefore at a higher risk rate of being affected adversely due to COVID-19. This could be a staff member pupil of a member of their household.

**Persons at Risks:**

Staff  Students  Visitors  Contractors  Public

Risk	Likelihood	Severity	Risk Rating
Cleaning staff aware of good PPE techniques to minimise spread of infection	2	5	10
High risk areas such as handrails and doors cleaned frequently	2	5	10
Cleaning staff aware of techniques how to sanitise areas effectively	2	5	10
Areas of human contact are cleaned and have appropriate sanitisers available	2	5	10
Cleaning routine of shared items such as PC's, tables, printers etc	2	5	10
Students and staff utilising learning spaces transmitting infection such as entering the school building following use of public transport	2	5	10
Staff and pupils unaware of how to clean hands and sanitiser not being available	2	5	10
Staff in particular cleaning staff and those involved in intimate personal care being able to wear and use Personal Proactive Equipment correctly	2	5	10
Staff, pupils and visitors unaware of how to social distance	2	5	10
Small office space leading to overcrowding and increased risk of transmission	2	5	10
Staff and particularly pupils informed how to travel to school safely	2	5	10
Water systems not being in normal operation and risk of legionella	2	5	10
Students and staff utilising learning spaces and not able to social distance	2	5	10
Staff particularly teaching, ICT and Teaching Assistants not being able to social distance when supporting pupils	2	5	10
Students mixing together thus increasing the risk of transmission	2	5	10
ICT staff are required to frequent all areas of the building thus increased risk of transmission and spread of virus	2	5	10
Staff and pupils being unaware of the symptoms of COVID and thus infecting others	2	5	10
School being aware of reporting levels for confirmed cases	2	5	10
Staff being key workers not being aware how to get tested	2	5	10
Staff being unaware how to protect themselves and decontaminate following staff/pupil presenting with COVID symptoms	2	5	10
Staff and pupil family member contracting COVID-9 through work exposure and being adversely affected.	2	5	10

**Control Measures in Place:**

### 1. Cleaning to Minimise Transmission

#### 1.1 Cleaning Techniques, Cleaning Team and Products

2. All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
3. Staff have received an online tutorial on how to effectively don and remove disposable gloves in order to maintain good hygiene levels. Latex disposable gloves will not be used due to increased risk of allergic reaction
4. Bins are located in each classroom, office and on corridors for the disposable of tissues and used cleaning products. Bins are emptied on a daily basis.
5. ICT suites have sanitiser wipes to clean around PC's, keyboards, printers and mice



## Risk Assessment Form – Norlington School

6. Offices and classrooms have sanitising products for staff to additionally clean their workstations and classrooms as required. These and disposable gloves will also be located in reprographics where staff should wipe down the screen when using photocopiers and other shared products such as guillotine etc.
7. The visitor sign in screen should also be wiped down regularly or after use to help stop and likelihood of transmission
8. All toilet cubicles both staff and pupils will have sanitisers for staff and pupils to wipe down seats before and after use as required.
9. All staff should clear their workstation and desk when leaving the building in order to enable good cleaning of their area by the cleaning team
10. A sanitiser gun has been purchased and used when necessary to decontaminate an area if necessary. This could be when a form is isolated in a particular area awaiting collection from parents or following a confirmed COVID case and requirement to deep clean an area.
11. Sanitiser used in gun complies with BS EN 1276 which is a European standard of disinfectant, hospital grade and will kill 99.999% of bacteria within 5 minutes of use
12. Cleaning staff will wear face covering at all times when in the building
13. Cleaning staff will operate in small bubbles of 3 and will not mix with other bubbles. Their job is mainly in isolation, however, should they need to communicate with each other than procedures detailed in this risk assessment should be adhered to such as wearing of face masks all of the time and social distancing. Cleaning staff should utilise txt messages etc to minimise contact with others
14. As a risk control measure the cleaning team are working one week on one week off and split into teams of 5. This has been applied during National Lockdown restrictions.

### 1.2 Active Cleaning throughout the Day

15. Member of the cleaning staff/ site team will be used to clean during the day. Duties are not limited to; cleaning all handrails, classrooms following teaching, door handles and plates, reception area for parents, student and visitor windows, room following any suspected illness, staff room tables and surfaces.
16. The staff room when the school is in regular operation is cleaned frequently throughout the day including the PC's, workstation, mice, keyboard, printer, phone and handset, all tables, chairs, microwave handles, fridge handles, taps and door handles. Cleaning material including alcohol wipes will be available for staff to additionally clean machines as required.
17. The morning cleaning team will clean all of the offices and classrooms which have been used the previous day in preparation for the day, this will include; door, work station, desk, mouse, keyboard, monitor, phone including handset.
18. Bins in classrooms should be checked during the day by staff using the rooms and any tissue waste should be double bagged and removed
19. ~~When not in National Lockdown the~~The day cleaner will wear disposable gloves and facemask at all times in order to help stop any potential spread of transmission. ~~During National Lockdown the Site Staff (person) will clean door handles, railing used in areas where the vulnerable and key worker pupils are located~~
- 20-19. This section of the risk assessment will be translated by one of the English speaking Polish staff so the cleaner is aware of how to be safe, what expectations are and how she it remain safe.

## 2.0 Good Hygiene Practices

### 2.1 Enable Good Hand Hygiene

- 21-20. Hand sanitisers over 70% alcohol used in all classrooms, offices and exit/entry points to building
- 22-21. Suitable signage is displayed throughout the school and especially at exit points for staff, students and visitors which demonstrate how to sanitise hands properly
- 23-22. Staff, students and visitors must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building
- 24-23. Signage is displayed in Reception and Meeting Room displaying that no hand shaking will take place for visitors
- 25-24. Teachers should monitor all students to ensure they have sanitised their hands when entering classroom
- 26-25. Posters about handwashing, sanitising frequently and symptoms of COVID-19 are sited around the school building. In particular handwashing posters are located in all toilets for both staff and students. A poster will be sited at visitor reception to detail the signs of COVID-19 to alert potential visitors not to enter to the school premises.
- 27-26. All adults and children will sanitise their hands on arrival at the school, before and after eating, when they return from break and after sneezing or coughing, pupils in particular are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Posters displayed in classrooms and larger offices for catch it, bin it, kill it'. Sanitiser and information posters are located at exit points and canteen area
- 28-27. ~~When pupils are in in school following National Lockdown~~. Assemblies are being held in year groups to enforce expectations of pupils having good hygiene practices such as sanitising hands when enter the school and before lunch time.
- 29-28. Additional hand sanitiser points have been located on the top, middle floors, science area and hall to aid good hand washing. Due to the heavy use of these stations most will be 'doubled up' to ensure that sufficient supply of sanitiser is available throughout the day



## Risk Assessment Form – Norlington School

### 2.2 Personal Protective Equipment

- 30-29. \_\_\_\_\_ Pupils who require intimate personal care will have an individual risk assessment conducted by the SENCo to determine the PPE, training and equipment required to undertake this element safely and correctly for both pupil and staff member
- 31-30. \_\_\_\_\_ All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
- 32-31. \_\_\_\_\_ Staff will receive an online tutorial on how to effectively don and remove disposable gloves. Latex disposable gloves will not be used due to increased risk of allergic reaction. This is sent weekly with this risk assessment to all staff.
- 33-32. \_\_\_\_\_ Staff have access to disposable gloves which should be worn if requirement to handle student books. This should avoid unnecessary sharing only where it contributes to pupil education and development. Staff should follow the online safety guidance in wearing and disposing of gloves
- 34-33. \_\_\_\_\_ If a pupil becomes unwell with symptoms of COVID-19 while and needs direct personal care until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. This guidance has not changed following National Lockdown Restrictions
- 35-34. \_\_\_\_\_ If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.
- 36-35. \_\_\_\_\_ Once the pupil has been collected the Site Team must be informed to sanitise the room before anyone used this. Please see section 1.1.10

### 3.0 How to Maintain Social Distancing

#### 3.1 Office Space and Staff

- 37-36. \_\_\_\_\_ A sign will be displayed on each office door indicating the number of people allowed into the office space. This is determined by the amount of floor space and to ensure the smooth running of the school. Particular attention should be paid to HoY office, School Admin, Principal office, Staff Room and Finance Office as large numbers of people regularly frequent these areas. These areas should be classified as 'high risk areas' and staff ask people to leave should maximum people be reached. Staff should use the phone or email more regularly to avoid travelling around the building.
- 38-37. \_\_\_\_\_ Admin Office should have a maximum 4 people in, site team 1 person, ICT technician 1 person, Finance Office 3, Director Finance 2, Data Manager 1, Reprographics Office 2, Reprographics corridor 2, and Principal 4, Assistant Principal 4, and lift 2 people. Numbers to be reviewed when National Lockdown begins to be lifted week commencing 12<sup>th</sup> April 2021 or when Government guidance is published on room occupancy
39. ~~Following changes to COVID rules the school is now sited in a Tier 4 area and National Lockdown Government guidelines have stated that 'Work from home unless you absolutely cannot do so'. Certain members of support staff will work from home in order to reduce the risk of exposure and limit any potential operational issues this may cause by whole departments having to self-isolate and risk of transmission increasing. A rota has been created to maintain school operation and distance operationally sensitive staff. A copy of the rota is contained in the 'School Operational Document'. These roles include: Director Finance, Operations Manager, Data Manager, Financial Controller, Network Manager, ICT Technicians, Teaching Staff, Technicians, Teaching Assistants and Site Tea. All staff both Teaching and Support are due in week commencing 8<sup>th</sup> March. All staff should continue to follow measures set out in this risk assessment.~~
- 40-38. \_\_\_\_\_ ~~ICT Technicians one will work remotely to help with on-line issues from parents and staff due to pupils being educated at home and other in school for hardware and server issues. There maybe occasions where two staff are required to assist with set-up of Lateral Flow Testing, Expansion work or other ICT related issues. If this is required, the staff should follow social distance measures and use of face masks and good hand hygiene practices.~~
- 41-39. \_\_\_\_\_ An email will be circulated to all staff to minimise contact with finance and office staff to maintain safe staffing levels within offices and minimise contact.
42. ~~Site Staff and DT Technician will be on a rota system where 1 person is on site. The school will close at 4pm each day. There maybe occasions where two staff are required to assist with set-up of Lateral Flow Testing or Expansion work. If this is required, the staff should follow social distance measures and use of face masks and good hand hygiene practices~~
- 43-40. \_\_\_\_\_ All staff have access to Workplace Options which has been sent out to staff for any issues with anxiety or stress that they experiencing. Workplace Options 0800 243458.
- 44-41. \_\_\_\_\_ Face to face meetings should be kept to an absolute minimum and if required these will be kept as short as practicable and where possible to under 10 minutes. Face masks, good ventilation and social distancing measures must be maintained
- 45-42. \_\_\_\_\_ Where it may not be possible to adhere to social distancing within the office environment consideration should be made for floor marking so people are aware far away they should be. Offices could include; Finance, Principal, Admin, Staff room.
- 46-43. \_\_\_\_\_ When meetings take place staff will not share resources such as pens, pencils, clickers, PC's, mice, keyboard as this increases the risk of transmission.
- 47-44. \_\_\_\_\_ Meetings can also take place in corridors, outside or hall/gym should the need for a larger meet be required and cannot be accommodated within an office. This is particularly important for teaching staff managing behavioural issues with students where the need to engage with larger group of students may be necessary. When using larger/open spaces social distancing must be observed. This will not apply during Tier 4 restrictions when pupils are educated online.
- 48-45. \_\_\_\_\_ All non-essential meetings are postponed, where meetings are required such as HoD and HoY these are to be conducted

Formatted: Superscript

Formatted: Superscript



## Risk Assessment Form – Norlington School

through MS Teams. Staff are able to attend the meetings at home or in work. If in work staff should be mindful of social distancing and maximum room capacity

- 49-46. Friday briefing will cease. An email summary of information will be circulated on a weekly basis so all staff are aware of issues. Information is to be passed to Renske Meiring (Assistant Principal) by Thursday 3:15pm every week
- 50-47. Twilight sessions to be reduced to 1 hour. The will be reviewed and could be a meeting on MS Teams
- 51-48. No after school events will take place such as organised PE
- 52-49. Parents Evenings will be run online via MS Teams in order to reduce contact with outside individuals coming into school and face to face contact with staff and other parents.
- 53-50. Wherever possible staff should utilise technology when needing to communicate with others this could be txt, phone, [chat on MS Teams](#) or email. This will help reduce face to face contact and movement around the building if any staff are in. Staff should [check](#) be their emails frequently and respond accordingly in order to reduce the need for staff to chase and thus having a contact.
- 54-51. For staff in another office they must not use the operator's area in particular the keyboard, mouse and phone especially when the person isn't there. If the person if there they must sanitise the items before and after use
- 55-52. Poster indicating the number of persons in the lift must be observed. In particular, the student who is wheelchair based this would be covered in his individual risk assessment.
- 56-53. Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers
- 57-54. Staff must follow the school protocol when entering, using and leaving the building – e.g. hand washing
- 58-55. Staff should leave the building by 17:30 in order to give the site team suitable time to close the building down correctly as windows and doors will be open for ventilation as will need to be closed for fire safety reasons. Site Team will use gloves when opening and closing down the building in order to limit any transmission and protect themselves
- 59-56. Staff are encouraged to avoid last minute use of reprographics to save area having too many in proximity for social distancing. In order to reduce capacity in Reprographics a box has been placed into staff room for works to be completed. This section only applies in school operation
- 60-57. All completed works will be delivered to staff room for collection
- 61-58. [During National Lockdown Reprographics will be in Monday and Thursday. Staff must email required printing prior to Reprographics. All social distancing and room occupancy levels must be complied with.](#)

### 3.2 Classrooms (When pupils are in building. (Only applies to key worker and vulnerable pupils)

- 62-59. Year groups will be in 'bubbles' and students zoned. Students should be kept apart where possible
- 63-60. An area, ideally, 2m will be available in order to create a 'safe zone' around the teacher's workspace and area. This will be in front of the Interactive White Board and teaching station. Discussions should take place with Head of Department on how to best support students who require assistance whilst maintaining social distancing measures
- 64-61. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo
- 65-62. ICT staff when assisting staff and pupils must maintain social distancing; firstly, attend when staff member/pupils are not in room, if this isn't possible, person to move ideally 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information will be sent to all staff on how to do and remove disposable gloves.
- 66-63. Classrooms will be set to ensure that all tables for facing forward in a linier set-up. Unused desks will be stacked away.
- 67-64. Teaching staff should limit the amount of resources [which are taken home this would include the sharing of resources](#) in subjects [which are shared](#) particularly Art where shared resources should be [meticulously and regularly cleaned and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours \(72 hours for plastics\) between different bubbles, cleaned more frequently.](#) However, the cleaning of materials shouldn't limit practical lessons [and but](#) teaching staff should be very mindful of this
65. Pupils will not be expected to queue outside the classroom. Pupils must be supervised to make sure they have all sanitised their hands when entering the classroom
- 68-66. [Pupils have been advised to limit the equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, stationary, bags and mobile phones](#)

### 3.3 Managing visitors including deliveries

- 69-67. When deliveries arrive they are to be left in main reception and site team to collect and distribute. The site team should wear disposable gloves to help reduce any transmission from parcels
- 70-68. When larger deliveries are made such as paper supplies the delivery driver should sanitise their hands when entering the building. When being accompanied in building site team must ensure social distancing with driver.
- 71-69. Wherever possible visitors should be booked into the Visitor Management system to avoid a number of visitors waiting in the reception area. The total number of visitors in the Reception will be 1, anyone else should wait outside Visitors should sanitise hands when entering visitor area.
- 72-70. When meeting visitors' staff must not shake hands to avoid and potential transmission, signs



## Risk Assessment Form – Norlington School

are displayed in Reception and meeting room indicating this. Meetings can take place in the main reception area or if the visitor is from Police, Social Services or other body the meeting room can be used. Staff should be mindful if personnel from enforcing bodies need to access offices for information such as; office limits on personnel, social distancing, sharing resources such as pens should be avoided.

73-71. The visitor sign in system will be updated to include information on; signs of COVID, visitor not been in contact with anyone who has been diagnosed or who may have COVID and social distancing measures. The visitor will sign to say they have read this along with the safeguarding information

74-72. NHS Track and Trace sign is located in Reception holding area.

### **3.4 Children in Groups and Group Activity (When pupils are in building. Not currently applying)**

75-73. Assembly will not take place outside the allocated bubbles. If a larger group needs to be convened to convey information, then outside space should be used to enable as much social distance as possible

76-74. All staff should speak to pupils who are not adhering to COVID response measures and explain what they have done and why complying is important

77-75. Breaks and start times are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time.

78-76. Teaching staff will discuss with students if they see that any food has been brought the requirement that food isn't to be shared staff in duty should be vigilant about this.

79-77. Exact operational details are located in the schools operational document.

78. The Mini Bus should not be used but if in exceptional circumstances it is required it will be necessary the windows must be open to allow good ventilation, alcohol handwipes are available to sanitise the steering wheel, gear stick, door handles, handbrake etc.

79. Pupils will be kept in bubbles with signs placed around the building to indicate where what year groups should be and where. The feasibility of keeping strict groups separate is balanced between offering a broad curriculum.

80. In the event of a fire alarm activation everyone will make their way out of the nearest exit point then reinstate social distancing when outside and away from the building, as it is more important to have a quick clearing of the building for life safety

Formatted: Underline

Formatted: Underline

### **3.5 Dropping off and picking up**

81. Highways have mark social distancing marking around the school gates for parents to follow
82. Information will be sent to parents to avoid the school grounds wherever possible in order to maintain good social distancing
83. Parents will be advised to stand at the markings laid out
84. The start and end times of the school has been adjusted to limit the potential gathering of parents at the school gates
85. Only one parent should attend to collect their child in order to protect social distancing

### **3.6 Staff and Pupils Travelling to School**

86. Regular information and communication should be communicated to pupils on how to be safe if they have to use public transport. Particular attention should be paid to users of buses as social distancing is less likely and the use of handrails is increased. Pupils Users should be reminded about the requirement to not touch their faces during and after bus journeys until they have sanitised their hands
87. The preferred guidance by Government is for bikes, walking and cars to be used to travel to and from work. Where staff particularly support staff can work from home they should do so.
88. Staff and parents should read the Government advice 'Corona (COVID-19: Safer Travel Guidance for Passengers)'. This will be updated regularly as the guidance changes.

### **3.7 Staff Returning to work Information Circulated to Stakeholders**

89. The main and original assessment has been validated by an external risk management company 'Gallagher Insurance' to make sure the Trust is complying with Government guidelines and taking into account all the necessary risks associated with the school opening
90. The risk assessments were circulated around the following people and managers for comment: Board of Directors, Principal, Senior Leadership Team, Network Manager, Operations Manager, Administration Manager and NEU Representative Representative. Comments have been incorporated into this risk assessment
91. Information on mental health and wellbeing can be accessed by staff through the Trust counselling hotline which can be accessed via 0800 243458. This will be included on the weekly email to all staff so everyone is aware of the service

## **4.0 Offices Classrooms and Corridors**

### **4.1 Ventilation**

92. Doors to non-secure offices and classroom doors, corridor doors to be propped open to allow good air flow along with windows open. Site team to lock down spaces as part of nightly closedown to mitigate spread of fire.



## Risk Assessment Form – Norlington School

93. Desk fans are available should staff wish to use to aid good air movement in classroom or office. Staff should be mindful of direction of airflow so as not to blow air directly into staff or pupil faces.

94. Windows in classrooms can be opened, students will be encouraged to wear jumpers to save getting cold.

95. Rooms should be aired as much as possible by keeping the windows open to the outside at least 10 minutes per hour

96. In order to maintain a comfortable temperature level, high level windows to be opened in preference to low level re reduce draughts.

94-97. The air conditioning units in cabins, T1, T5, T6, M33 and G27 have been isolated to reduced potential for contaminated air being recirculated

### 4.2 Classrooms (most section apply during regular school operation)

95-98. Detailed operation information is listed in 'the latest Return to School Document. The document details structure to day, a programme of learning and how different sessions and techniques can be employed to engage pupils and focus on performance.

96-99. Sanitising wipes are available in each classroom should staff need to sanitise any tables or chairs as required.

97-100. Any lessons which could be taught outdoors should be in order to maintain good ventilation. Alternatively, large spaces such as the gym or 6<sup>th</sup> Form area could be used.

98-101. Lesson timetable and classroom use have been refreshed to create bubbles of year groups, to reduce movement of children around the school as per the schools opening operational document. Posters are displayed in each floor to indicate year group bubbles and to zone year groups to limit interaction between year groups.

99-102. Staff have access to disposable gloves which should be worn if required to handle student books. Staff are following the online safety guidance on how to wear and dispose of the gloves

### 4.3 Pupil Assistance and support by staff

100-103. Ideally around 2m will be available around the Interactive White Board and teaching station in order to keep the teacher within a 'safe zone'. Discussions should take place on how to best support students who require assistance whilst maintaining social distancing measures

104-104. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo

102-105. ICT staff when assisting staff and pupils must maintain social distancing; firstly attend when staff member/pupils are not in room, if this isn't possible, person to move ideally 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information sent to all staff on how to don and remove disposable gloves.

### 4.4 Corridors and Communal Spaces

103-106. Graphics signs indicating social distancing placed at both entrances of fire doors on corridor floors

104-107. Student bubbles have been created, year groups have been allocated specific staircases and toilets for usage to minimise any cross contamination. Staff and children must follow these at all times, unless the fire alarm is sounded, the procedures is detailed in School Operational Document at which time staff should make their way to the nearest safe exit and socially distance when outside at the fire assembly point in the rear playground. The requirement for life safety will take president in this situation.

105-108. Where practicable fire doors will be held open by "dorgard" and wooden blocks to reduce requirement for use of door handles, push plates and promote good ventilation.

109. Staff will monitor pupils; praising good behaviour and correcting poor. Particular attention to be made with pupils with Statements however, this will be managed by individual risk assessments.

106-110. Fire doors to corridors will be held open to reduce hand to door contact and potential for contamination. The doors will be closed every evening as part of the site team close down procedure and placed in the morning prior to the school opening.

### 4.5 Office Space and Office Staff

107. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis. See risk assessment on 'How to Maintain Social Distancing' for further information on offices

108-111. The office space has been reconfigured to allow social distancing for each workstation with staff advised to work at different stations as required such as in the Finance Office. Where reasonably practicable staff will sit back to back or all in the same direction.

109-112. The main Reception desk PC to be moved to right hand side and visitor window for visitors opened a small amount to limit any potential transmission. Face masks are available should Receptionist wish to use when visitors arrive

110-113. The area in front of the Student Reception to be demarcated by a 2m exclusion zone in order to maintain good social distancing from staff to students when dealing with any queries. A poster will be displayed to indicated this is an exclusion zone for the student receptionist



## Risk Assessment Form – Norlington School

- 411-114. Staff must not share their workstation or used shared resources such as pens, calculators etc
- 412-115. Staff must use the same desk every time they are in the office, wherever possible
- 413-116. Admin staff to use disposable gloves in line with online tutorial on how to effectively don and remove disposable gloves to open the post. Latex disposable gloves will not be used due to increased risk of allergic reaction.
- 414-117. The use of opening knife will be employed, letter to be emptied onto a separate space for distribution. Circulars should be recycled without being opened. Work station sanitised following postal opening
- 415-118. In order to limit multiple handling of paperwork as communication to parents the primary means should be Group call,

### 4.6 Contractors

- 416-119. Contractors have construction guidelines issued by Government to follow for Social Distancing
- 417-120. Contractors have been advised to social distance from school staff. Work is being undertaken mainly in the hall, pupil access has been stopped for this area due for safeguarding purposes.
- 418-121. Copies of these risk assessments shared with Consumer to detail risk control measures in place. Principal and Director of Finance have fortnightly meetings with construction team to discuss any issues
- 419-122. Contractors are working in many but discrete areas and are segregated from pupils

### 4.7 Face Masks and Coverings

- 420-123. School sends a pictorial diagram out weekly indicating when staff and pupils should wear face masks. This information is based on Government guidance and updated and circulated on a weekly basis via email to all staff.
- 424-124. The pictorial diagram indicates when staff and pupils should wear face masks; corridors, lessons, meetings and provides information if advisory or mandatory
- 422-125. ~~National Lockdown~~~~London~~ COVID level at lockdown since 20<sup>th</sup> December 2020, additional control measures provided by the school are detailed in this risk assessment, however, this is a live document and will be updated as Government Guidance changes. National restrictions due to start being reduced from 12<sup>th</sup> April 2021. It is anticipated that further guidance will follow to reduce any control measures within the school after this period.
- 423-126. Parents and staff have been notified that face masks are now mandatory requirement on corridors, all classrooms -and in meetings.
- 424-127. Teachers should make sure that all students have face masks on when exiting their classrooms and in to corridors
- 425-128. Posters will be displayed around the school to indicate this mandatory requirement; some posters will contain information on how face masks should be worn.
- 426-129. Staff will need to discuss with students who are not wearing face masks correctly and explain importance on this requirement. Students will be sent to School Office to be furnished with a face mask. This will apply to lessons and food serving in kitchen
- 427-130. Additional facemasks have been provided by Public Health England~~purchased~~ should pupils not have one available due to them walking or cycling into school.
- 428-131. In order to protect staff, visitors and pupils staff and students will wear a face mask in communal areas, all classrooms and meetings at all times. This will include lesson change over. At the end of each lesson teachers will instruct pupils to put on masks and will check that masks are being worn correctly before they leave the classroom

Formatted: Superscript

Formatted: Indent: Left: 0 cm

### 5.0 Symptoms of Covid-19

- 429-132. If staff or pupils become unwell with a new continuous cough, loss of taste/smell or a high temperature in the workplace they will be sent home and advised to seek a COVID test
- 430-133. Thermometers have been purchased to monitor any pupils presenting with a high temperature. Any pupil with a temperature of 37.4 will be sent home and a COVID test recommended
- 434-134. Pupils presenting with COVID will only be allowed back in school once the parent has received a 'negative' test and confirmation sent into the school and held on pupil file
- 432-135. In the case of a staff member or child becoming unwell a test can be arranged with Public Health England/NHS. These are now available for everyone through the Government web site
- 433-136. Should a member of pupil or staff household have confirmed COVID virus the person must self isolate for 10 days from when symptoms first started. All family members living in the same household will need to self-isolate for 10 days when symptoms first started
- 434-137. Line managers will maintain regular contact with staff members during this time
- 435-138. If advised that a member of staff or public has developed Covid-19 and were recently at the school, a senior member of the support staff will contact [publichealth@walthamforest.gov.uk](mailto:publichealth@walthamforest.gov.uk) to discuss the case, identify people who have been in contact with them





## Risk Assessment Form – Norlington School

and will take advice on any actions or precautions that should be taken

~~136-139.~~ Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Line managers will use the communication tree to inform SLT and subsequently the Principal of the person condition. In the case of a pupil becoming unwell the Head of Year will make regular contact and inform SLT of progress.

~~137-140.~~ If staff members have contracted Covid-19 from work this must be reported to the HSE as COVID-19 is a RIDDOR reportable infection

~~Key worker and vulnerable pupils are being tested twice a week using the Lateral Flow Devices and should help identify any positive cases. An NHS designed risk assessment covers the testing.~~

~~138.~~ WF Council have made vaccines available to front-facing staff within the school. A list of these staff (support and teaching) have been sent to the LA.

### 5.1 Staff or Pupil Presenting Symptoms of COVID-19

~~139-141.~~ If a pupil becomes unwell with symptoms of COVID-19 while and needs **direct personal care** until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult **if a distance of 2 metres cannot be maintained**. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

~~140-142.~~ If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.

~~141-143.~~ Should the unwell pupil require a toilet they are to use the disabled WC, this should be cleaned following use.

~~142-144.~~ The meeting room will have sanitiser, bin, poster for 'catch it, bin, it', poster for hand sanitiser

~~143-145.~~ The disabled WC in reception will be used for staff members to don and doff required PPE. The room will contain: notice to indicate this is a secure and clean room and WC not to be used, tables to hold the PPE, sanitiser, the room has hot and cold running water, information on how to don and doff PPE, a foot pedal bin to hold any contaminated PPE,

~~144-146.~~ Any member of staff who has been in close contact do not need to go home and self-isolate unless they develop symptoms. The only time this would happen if the symptomatic person tests positive or they have been requested to be NHS Track and Trace.

~~145-147.~~ When disposing of waste PPE the bin should be double bagged and emptied by the cleaner who will have a face mask and gloves. The cleaner should be notified if this room is used for purposes of PPE. The room will also be cleaned every day.

~~146-148.~~ Staff will be sent information on how to don and doff PPE and a poster on how this is undertaken displayed in the Reception WC

~~147-149.~~ The list of qualified first aid staff are displayed around the building wherever possible a qualified first aid person will be on duty, however, all staff will be sent information on how to identify the symptoms of COVID, this risk assessment of what do and where they should be seated along with instructions on how to use PPE if needed

~~148-150.~~ The school has been allocated PCR testing kits for staff or pupils who in exceptional circumstances the school believes may 'have barriers to accessing testing elsewhere'.

~~149-151.~~ Wherever possible Fire Wardens will be available, however, this may not be possible. All staff will act as information fire wardens in the event of fire alarm sounding and escort pupils to the fire assembly point in the rear playground. Information will be sent to all

~~150-152.~~ The school fire risk assessment will be reviewed for any changes related COVID.

### 6.0 Vulnerable and Critically Vulnerable Staff Children, and members of the children family

#### 6.1 Staff

~~151.~~ Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home if directed by NHS. The school currently has 1 member of staff and 2 trainee teachers who have been instructed to Shield, doesn't have anyone within this category. The school will continue to adhere to guidelines for any further individuals who are included on the Shielding list. Upon return to work if required an individual risk assessment will be conducted. Should any staff member enter this category an individual risk assessment will be conducted with the individual

~~153.~~

~~152-154.~~ Staff who are clinically vulnerable should continue to work and follow this risk assessment, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.

~~155.~~ Staff living with family members which are extremely clinically vulnerable are expected to be in work, however, an individual risk assessment based on their specific needs will be conducted with the individual. ▲

~~153-156.~~ The school will carry out individual risk assessments for Pregnant women inline with the

Formatted: Pattern: Clear (White)





## Risk Assessment Form – Norlington School

guidance from the Royal College of Gynaecologists

### 6.2 Pupils

- 154-157. Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home if directed by the NHS
- 155-158. Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice as directed by the NHS
- 156-159. The number of shared resources removed from site by pupils and staff will be limited

### 6.3 Shielded/clinically vulnerable household members

- 157. ~~If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend~~
- 158. ~~If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home.~~

Formatted: Font: Bold, Underline

### 7.0 Testing and Vaccination of Staff and Pupils

Formatted: Font: Bold, Underline

- 160. School will use Later Flow Testing and will aim to test students a minimum of 3 days in school and no more than 5 days apart. ~~Testing will start for students with a consent form on Thursday 4<sup>th</sup> March 2021. Appointments have been sent to parents in. Details of year group testing arrangements are detailed in schools Operational document.~~
- 161. Students with a negative test will start face to face learning on week commencing 8<sup>th</sup> March 2021
- 162. Following the 3 and 5 day testing pupils will be given a home testing kits to test twice weekly
- 163. Staff are also encouraged to use home testing kits twice per week
- 164. These controls are in addition to the controls detailed in this assessment
- 165. Staff not undertaking the home testing twice a week should monitor they are following the controls in this assessment more closely to avoid contracting COVID
- 166. Lateral Flow Testing risk assessment for the testing and clinical governance has been compiled by the NHS and circulated to all staff including the appointments for the Processing roles.
- 167. Information regarding vaccination programme will be made available to staff and pupils as presented by Government to raise awareness of the vaccination programme.
- 168. Staff will be allowed time off for their vaccination. A yellow form must be completed and passed to Renske Meiring (Deputy Principal) for any cover arrangements

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: 0.71 cm, Left + Not at 0 cm

Formatted: Superscript

Formatted: Superscript

Formatted: Indent: Left: 0.71 cm, Tab stops: 0.71 cm, Left + Not at 0 cm

All COVID Secure Risk Assessments are under constant review and applies, in current format, to the period from June 1st to the summer break unless further guidance is provided by the DfE/ Public health England.

### Further Control Measures Required:

### Assessment Carried Out By:

Name	Rob Pittard	Date	5 <sup>th</sup> March 2021
Job Title	Director Finance & Resources	Review Date	Ongoing
Signature:			



---

**Risk Assessment Form – Norlington School**

