

The Westgate School

This risk assessment documents the control measures we have introduced within the workplace to minimise the risk and avoid the spread of coronavirus (COVID-19) for re-opening of the whole of The Westgate School in March 2021 as well as ensuring we continue to follow guidance to keep all personnel healthy and safe in light of the new variants of Coronavirus. The introduction of the Covid 19 National Testing Programme at The Westgate School is designed to not only support the national agenda in keeping everyone safe, but to ensure as a school we are able to secure the health and safety of every staff member and student. The testing programme allows us to readily respond to cases quickly and efficiently which in turn improves the safety of our school environment. In school testing will begin on Friday 5th March 2021 for staff and pupils until the point at which all staff and pupils being tested are provided with home testing kits, where upon the expectation will be for staff and students of The Westgate School to test for Covid 19 at home and report any positive cases to the NHS and provide evidence of their positive test. This is an overarching document that signposts other specific procedures and guidelines which can be found in the 'O'Drive under Phase 1 Covid-19 Health & Safety Information. (It is not a Business Continuity Plan).

Location/Dept: WHOLE SITE & All staff & students.		Date Assessed: 01/03/2021		Assessed by: Paul Newport (Site manager) Tim Crossingham, Deputy Headteacher (SLT representative)			
Task/ Activity: Managing School Operation specifically for Coronavirus Risks.		Review Date: As guidance changes.		Reference Number: RA- COVID19 Version 5 (Risk assessment)			
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Documents/ Controls Required
ALL TASKS ON SCHOOL PREMISES	1. CONTACT WITH PERSONS SUFFERING FROM CORONAVIRUS	Employees Students Contractors Visitors	Employees/students who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance. The Emergency Action Plan – Sept 2020 (link in right hand column), explains the process that will be followed if anyone who has been in school tests positive for coronavirus. The Emergency Action Plan – Sept 2020 , explains the process that will be followed if anyone becomes ill/symptomatic while in school , including the isolation process and	5	3		<u>TWS Policy for Covid-19</u> <u>Emergency Action Plan (EAP)</u>

			safety of the Welfare Officer/Carer/First Aider in that situation.				
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Additional Controls Required
	1. CONTACT WITH PERSONS SUFFERING FROM CORONAVIRUS Continued from Page 1	Employees Students Contractors Visitors	Any area the symptomatic individual has been, especially a shared space such as a toilet, office or classroom will be closed immediately to await 'Deep Clean' to include: 1. All surfaces and objects which are visibly contaminated with body fluids; and 2. All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. 3. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. 4. If it is a classroom, the whole class will be immediately transferred to the spare one kept clean for this occurrence (G04) where they will use hand gel before resuming lessons.	5	3		
ALL TASKS ON SCHOOL PREMISES	2. CONTACT WITH PERSONS WHO MAY HAVE	Employees Students Contractors Visitors	TO MANAGE STAFF AND STUDENTS WHO FALL INTO THE CATEGORIES BELOW.	5	2		

	BEEN EXPOSED CORONAVIRUS		<p>STAFF/VISITORS – will self-certify against a statement when they swipe their ID card or sign-in every day.</p> <p>STUDENTS – will be asked a series of questions about themselves and their household each day on arrival at the gate.</p> <p>Employees/students who have returned from countries outside the ‘Government stated Common Travel Areas’ should quarantine themselves even if they do not show any symptoms.</p>				
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Additional Controls Required
ALL TASKS ON SCHOOL PREMISES	3. CONTACT WITH SURFACES (door handles, PCs, photocopier) & PACKAGES (food, deliveries, post, stationary) handled by persons who may have been exposed to coronavirus	Employees Students Contractors Visitors	<p>Section 5 below lists detailed measures to avoid the spread and contraction of the virus.</p> <p>There is currently no perceived increase in risk for handling post or freight where good hygiene and cleaning practices are in place on receipt. To further reduce the risk, cleaning stations are available close to all staffed areas to include, disinfectant spray/wipes, hand gel and a designated bin for disposal of wipes and packaging.</p> <p>SURFACES – See daily clean regime link in right hand column. All areas will have disinfectant spray/wipes and hand gel to use regularly. Shared PCs (staffroom, computer rooms and communal offices will</p>	5	1		<p>Daily clean regime</p> <p>Cucina Covid RA</p>

			<p>have a cleaning station for use before and after use).</p> <p>FOOD - Cucina will continue to follow their food hygiene Risk Assessments and their COVID 19 assessment ensuring social distancing and extra care. (see Cucina assessment attached. However, staff will be encouraged to bring their own food.</p> <p>POST, DELIVERIES & STATIONARY – All areas which handle external deliveries will have gloves, disinfectant spray and hand gel to use regularly. Sharing any stationary or equipment is not allowed unless it can be surface cleaned with disinfectant between users.</p> <p>CLEANERS – cleaning company to supply own risk assessment for keeping Cleaners safe – PN</p> <p>Monitoring for a daily clean regime by the Facilities Manager using check lists</p> <p>Checklists filed for reference purpose</p>				
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Additional Controls Required
ALL TASKS ON SCHOOL PREMISES	4. CONTRACTING AND SPREADING OF INFECTION	Employees Students Contractors Visitors	<p>STUDENTS & STAFF ARE REMINDED TO:</p> <ul style="list-style-type: none"> • 'HANDS, FACE SPACE!' THEN WASH OR SANITISE YOUR HANDS, on posters and by teachers. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. 	5	2		

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Additional Controls Required
ALL TASKS ON SCHOOL PREMISES	5. CONTRACTING AND SPREADING OF INFECTION -Continued	Employees Students Contractors Visitors	<p>EXTRA CONTROLS FOR STAFF.</p> <ul style="list-style-type: none"> Avoid close contact with people who are unwell unless trained and wearing correct Personal Protective Equipment such as gloves, apron & visor/face mask, follow the procedure in Section 1 above EAP. When giving out and collecting books from students, they must sanitise their hands before and after using their books along with wiping down desks. Open windows to allow ventilation but keep air-conditioning minimal Bring own food if possible 	5	2		Science, PE, Art, Music, Technology to write their own policy around how to handle equipment. NB. Cleapps guidance will be issued in August 2020 for Science and Technology.

			<ul style="list-style-type: none"> Comply with 'MAXIMUM OCCUPANCY' signs on communal areas and toilets Photocopiers will only be available to Admin staff so all requests must be by email to reprographics@westgate.slough.sch.uk, you will be informed where to collect you work when the task is confirmed. Staff and students are to wear face masks. Staff may wear a visor, but a face mask must be worn with it in all indoor spaces including class rooms. Students are advised to wear a mask in classrooms but it is not compulsory. Social distancing should be maintained between staff and students. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p> <ul style="list-style-type: none"> Timetable to continue to allow staff to remain (on the whole) in class rooms and for students to move to classes following the one way system and guidance around social distancing and the wearing of face masks. 	5	2		Teachers to meet and greet on the door and actively encourage students to move swiftly along the corridors and into classrooms
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk	Additional Controls Required
CONTAMINATED WASTE	6. EXPOSURE TO CONTAMINATED WASTE	CLEANERS, FACILITY STAFF,	All waste that has been in contact with the unwell person, including used tissues, and masks if used, should be put in a yellow clinical waste bag and tied when full. PN to	5	1		

		WASTE DISPOSER	<p>manage this system with Facilities and Welfare Officer.</p> <p>Red bins are in place in all areas for contaminated waste only.</p>				
USE OF ALCOHOL BASED HANDGEL & CLEANER	<p>7.</p> <p>Fire risk from Flammable chemicals,</p> <p>Illness from ingestion</p> <p>Dermatitis from skin drying</p>	EVERYONE on school premises	<p>School has no-smoking on site Policy, which will be re-enforced with staff.</p> <p>Staff informed to control Hand gel bottles on-site around students on Teacher Daily Checklist.</p> <p>Hand gel will be removed from science labs if naked flames in use.</p> <p>Storage will be secure or bottles accessible are in small quantities < 300ml.</p>	3	1		<p>Review Policy when science practicals begin.</p> <p>Monitor/count bottles (FM)</p>
Covid 19 National Testing Programme	<p>8.</p> <p>EXPOSURE TO CONTAMINATED TESTING SAMPLES</p>	Staff involved in national testing programme	<p>The testing of staff (including non teaching staff, clinical practitioners, therapists and trainees) and students using the Rapid Flow tests.</p> <p>Only test staff and students who have given consent. Consent communication to be sent to parents/carers on Tuesday 2nd March 2021</p> <p>Students to be given specific time slots to come into school for initial testing and to be sat in a socially distanced manner in the main hall.</p> <p>From Friday 19th March most staff and students to use home testing kits. As an institute we will therefore need to rely on the</p>	5	3		<p>Review testing procedures once the National testing programme in The Westgate School begins</p> <p>Communication around how to report positive Covid 19 results from home testing kits to be given to staff and to parents/guardians</p>

			<p>accuracy and honesty of reporting from families and staff.</p> <p>To support students and staff who cannot carry out home testing for any reason we will continue to provide an in school rapid flow testing service until advised by the Government that it is safe to stop this measure.</p> <p>All 7 job roles are fulfilled and staff given appropriate training through online support and webinars made available through the CV19 National Testing Programme.</p> <p>Health and Safety measures for the site and all personnel adhered to through the guidance provided by the government.</p>				
Vaccination	9. Risk of infection and transmission of covid 19 due to not having vaccination	Staff, students and other personnel	<p>Where eligible, employees are strongly recommended to take part in the government's vaccination programme for COVID-19 to prevent the spread of the virus and helping to protect everyone within the workplace.</p> <p>Employees that have been vaccinated must continue to practice social distancing measures, including the wearing of face coverings where required until further notice from the government is provided.</p>	3	2		<p>Official information from government health authorities about the vaccine is available on the NHS website. https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</p>

FACILITY

PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 5

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

ACTION	YES	CONFIRMED BY	COMMENTS
Reviewed the updated guidance from Public Health England			
Reviewed and updated the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available			
Identified and implemented the (new) recommended control measures			