

**WESTCLIFF HIGH SCHOOL FOR BOYS**  
**COVID-19 Risk Assessment Record Form**



**Assessor(s):** Mr J Bleakley (Assistant Head), Mrs K Mumford (Director of Operations), Miss E Lewis (Facilities & Premises Officer)  
 Ratified by Mr M Skelly (Headmaster)

**Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 4 January 2022**

What are the hazards?	Who might be harmed and how?	What are you already doing?  List the control measures already in place	What is the risk rating – H, M, L?  See Below	What further action, if any, is necessary? If so, what action is to be taken, by whom and by when?	Action Completed  State the date completed and sign	What is the risk rating now – H, M, L?  See Below
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site. General transmission may occur through close contact between staff, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell, or has someone in their household who is unwell, informed not to attend school.</li> <li>• Frequent handwashing promoted through Form Period, PSHE lessons and signage throughout the building at entrances and exits and in toilets.</li> <li>• Hand sanitiser available in classrooms, shared spaces and entrance and exit points.</li> <li>• Throughout the day, surfaces that pupils touch will be cleaned.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied at least once a day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Control of Substances Hazardous to Health (COSHH) assessment has been undertaken for hand sanitiser and cleaning materials.</li> <li>• Cleaning schedules have been reviewed and incorporate a whole day rota for the cleaning of surfaces, toilets and classrooms throughout the day.</li> <li>• Stocks of sanitiser, soap and tissue are adequate and a reliable replenishment scheme is in place.</li> <li>• All bins in classrooms have been replaced with foot operated pedal bins.</li> <li>• Signage has been placed around the school for hygiene.</li> </ul>	H	<p>Individual risk assessments carried out for staff at higher risk.</p>	ST	M
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are</p>	<p>Everyone on site. Site related transmission might occur through close</p>	<ul style="list-style-type: none"> <li>• Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>• Thorough cleaning of rooms at end of the day.</li> </ul>	M		ST	L

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<p>expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>contact between staff, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Ventilation in the building maximised by opening some or all windows (depending on room temperature), doors or using ventilation units.</li> <li>• Visitors on site limited to essential visits only and access to the site controlled by Reception.</li> <li>• Visitor instruction posted on entrances, the School website and as a footer on School emails.</li> <li>• The School's risk assessment is made available to all stakeholders including visitors on the School's website.</li> <li>• Visitor access points to the school site are through controlled gates and signs are in place to remind all of the COVID-19 guidelines.</li> <li>• The times that visitors, suppliers, contractors, external partners are on site have been arranged to limit numbers on site at any one time.</li> <li>• Fire safety procedures have been reviewed to ensure that any measures put in place do not compromise evacuation routes.</li> <li>• Face coverings have been advised for use in communal areas such as the corridors.</li> </ul>				
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<p>Isolation due to COVID-19 local or national restrictions, including exposure to the Omicron variant.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>Blended approach between physical and remote learning developed, including support for those children who are shielding/clinically vulnerable.</li> <li>Technology support in place. DFE laptop allocation ordered.</li> <li>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</li> </ul>	L			L

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		<ul style="list-style-type: none"> <li>Processes are established for registering pupils remotely and following up absences with pupils and parents.</li> <li>Counselling sessions have been arranged remotely.</li> <li>Staff have weekly online face-to-face check-ins with their line manager.</li> </ul>				
Repetitive strain injury or screen fatigue due to remote working.	Staff and pupils	<ul style="list-style-type: none"> <li>A 5 minute movement break has been introduced between lessons during periods of lockdown and pupils and staff are encouraged to utilise this time to have a screen break and move around.</li> <li>Staff are encouraged to plan activities that do not require the computer and promote independent use of textbooks and exercise books.</li> <li>Laptops have been provided for pupils who do not have an appropriate device.</li> </ul>	L			L
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<p>Exposure to COVID-19 during cross cohort extra-curricular activities and/or sports fixtures.</p> <p>The virus is spread in minute water droplets that are expelled from the body</p>	Staff and pupils from WHSB and other schools	<ul style="list-style-type: none"> <li>In the event of a cluster, which is defined as linked cases between establishments, the School will refer to the Outbreak Management Plan and consult with Public Health.</li> </ul>	L			L

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<p>Exposure to COVID-19 during performances.  The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils from WHSB and their guests</p>	<ul style="list-style-type: none"> <li>• The School has been registered as a Performance Venue and all guests will be asked to use the app to 'Sign in' to the venue.</li> <li>• Signage for QR codes will be on display at all entrances.</li> <li>• Venues will be ventilated.</li> <li>• Guests will sit with other members of their party and socially distanced from other guests.</li> <li>• Venue will be 'fogged' before and after the event.</li> <li>• Guests will be invited to wear masks when moving around the building.</li> <li>• Guests will be invited to take an LFT prior to attending the event.</li> </ul>	<p>M</p>			<p>M</p>
<p>Exposure to COVID-19  The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to</p>	<p>Staff and pupils. Transmission may occur when cleaning areas that have been used by staff and pupils.</p>	<ul style="list-style-type: none"> <li>• PPE provided to cleaning staff (such as disposable gloves, disposable apron, uniform and face masks).</li> <li>• Training provided to cleaning staff.</li> <li>• Staff involved in cleaning instructed on the safe "donning and doffing" of PPE.</li> <li>• Stocks of PPE have been secured and a reliable system is set-up for replenishment.</li> </ul>	<p>M</p>		<p>ST</p>	<p>M</p>

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<p><b>Resuscitation Council UK Statement:</b>  It is likely that a child having an out-of-hospital cardiac arrest will be known to the School. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or to the child. However, this risk is small compared to the risk of taking no action, as this will result in certain cardiac arrest and the death of the child.</p>						
	<p>Staff transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> <li>Increase ventilation in the room if possible.</li> <li>PPE provided for supervising adult.</li> <li>Fluid resistant surgical mask if a 2m distance cannot be maintained.</li> <li>Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> <li>Stocks of PPE have been secured and a reliable system is set-up for replenishment.</li> <li>Supervising adult instructed on the safe "donning and doffing" of PPE.</li> <li>First aiders are used for supervision to reduce the numbers of staff who have access to PPE.</li> </ul>	M			M

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Incidents relating to the use of home testing kits.	Staff and pupils	<ul style="list-style-type: none"> <li>Pupils will not be issued with home testing kits until the school has confirmation that the pupils have completed a test under trained supervision.</li> <li>Instruction guides are provided with the test kits, which include instructional videos.</li> <li>Information is provided within the instructional videos of how to report an incident with a test.</li> </ul>	L			L
Stock shortages (LFD kits).	Staff and pupils	<ul style="list-style-type: none"> <li>COVID Coordinator will monitor the stock levels and reorder when necessary, although the supply of these kits is beyond the control of the School.</li> </ul>	L			L
Unavailable storage between 2-30°C (LFD kits).	Staff and pupils	<ul style="list-style-type: none"> <li>Kits are being stored in a locked cupboard within the main school building.</li> </ul>	L			L
LFD distribution management and tracking (LFD kits) Safe distribution of kits (LFD kits)	Staff and pupils	<ul style="list-style-type: none"> <li>Colleagues who are involved in the distribution of kits will be given training and advised to wear PPE and maintain 2m distance from pupils and staff who are collecting their test kits.</li> </ul>	L			L
Poor result reporting compliance to schools (LFD test reporting)	Staff and pupils	<ul style="list-style-type: none"> <li>Parents will be sent a regular reminder to complete the tests at home, use the NHS app to record results and inform the school of positive cases.</li> </ul>	L			L

## Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

## 6. Assessment



Signature of Assessor(s):

Print Name:

Jonathan Bleakley

Date Assessed:

4 January 2022

Signature of Line Manager:



Print Name:

**Michael Skelly**

Review Date:

4 January 2022

## 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

This risk assessment was first produced in May 2020.

Updated August 2020

Updated October 2020

Updated November 2020

Updated January 2021

Updated April 2021

Updated May 2021

Updated June 2021

Updated July 2021

Updated August 2021



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Updated December 2021

Updated January 2022