

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



**Assessor(s):** Mrs K Mumford (Second Deputy Head, 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 8 March 2021**

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?<br><br>List the control measures already in place  | What is the risk rating – H, M, L?<br><br>See Below | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action Completed<br><br>State the date completed and sign. | What is the risk rating now – H, M, L?<br><br>See Below |
|--|---|--|---|--|--|---|
| <p>Exposure to COVID-19<br/>                     The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.<br/>                     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.<br/>                     General transmission may occur:<br/>                     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>• Social distancing maintained wherever possible between all adults on site (2m) and between pupil groups (1m where possible) and between adults and pupils (2m)</li> <li>• Frequent handwashing promoted through Form Period, PSHE lessons and signage throughout the building at entrances and exit of 'Zones' 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 now 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 and social distancing</li> </ul> | <p>H</p>  | <p>Individual risk assessments carried out for staff at higher risk.</p>                         | <p>ST</p>  | <p>M</p>  |

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| <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.</p> <p>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.</p> <p>Site related transmission may occur:</p> <p>Through close contact between staff, pupils and visitors and touching contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• One-way circulation routes in the Science Building and areas of the School designated Year Group Zones established and communicated appropriately to staff and pupils using signage, training and map cards</li> <li>• Timetable and use of classrooms changed to reduce movement around the building</li> <li>• Organising classrooms and other rooms used for learning to maintain space between pupils and the teaching area</li> <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> <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 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>• Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing will not apply.</li> </ul> | <p>M</p>  |  | <p>ST</p>  | <p>L</p>  |

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| <p>Exposure to COVID-19<br/>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.<br/>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<br/>Transmission may occur during learning activities and behaviour management</p> | <p>List the control measures already in place</p> <ul style="list-style-type: none"> <li>• Main school pupils are allocated to Year Groups and Sixth Form are a joint cohort (Upper and Lower Sixth)<br/>Year groups do not mix</li> <li>• Groups use a Zone containing a number of classrooms and outdoor areas throughout the day. Other Year groups will not use rooms that have been used by another Year group until that room has been fogged with disinfectant<br/>This applies only to the School Hall, Technology Workshops, Music Rooms and Art Room 26</li> <li>• Designated 'specialised' teaching rooms have been identified for each Year Group.</li> <li>• Critical worker families have been identified and communicated with about the importance of keeping children at home where possible during a period of lockdown.</li> <li>• Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities during a period of lockdown.</li> <li>• Children of Critical Workers and Vulnerable Children who are attending School during a lockdown period will be supervised in T3, allocated a designated work area, 2m away from other pupils and staff.</li> <li>• Staff and pupils are encouraged to wear face coverings in buildings at all times, unless eating during a wet break. Face coverings can be removed in Physical Education lessons requiring physical exertion indoors. Face coverings can be removed in the playground areas.</li> <li>• Sharing of stationery and other equipment prevented between pupils, unless the exchange is one-way (such as distributing handouts) or it has been treated with disinfectant or quarantined for 72 hours. <ul style="list-style-type: none"> <li>• Teachers may, with sanitised or freshly gloved hands, hand out books and photocopies to pupils, but not collect materials from pupils unless essential and proper quarantine arrangements (left untouched for a minimum of three days) are in place.</li> </ul> </li> <li>• Practical lessons – equipment to be cleaned (washed or wiped using disinfected wipes) after use and the surrounding areas cleaned between uses by Year groups.</li> <li>• Unless necessary (to ensure safety) actions taken for behaviour management will not involve touching a pupil.</li> <li>• The Behaviour Management Policy reflects the expectations of pupil behaviour to prevent spreading the virus.</li> </ul> | <p>See Below</p> <p>M</p>          | <p>Behaviour Policy reviewed and changes to be implemented</p>                                   | <p>State the date completed and sign.</p> <p>ST</p> | <p>See Below</p> <p>L</p>              |

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| Isolation due to COVID-19 local or national restrictions   | Staff and pupils  | <p>List the control measures already in place</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> <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> | See Below<br><br>L                 |  | State the date completed and sign. | See Below<br><br>L                     |
| 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 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                                      |
| <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.</p> <p>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> | Staff and pupils. Transmission may occur when cleaning areas that have been used by staff and pupils. | <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>  | M                                  |  | ST                                 | M                                      |

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| <p><b>Resuscitation Council UK Statement:</b><br/><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 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.</b></p> |  |  |                                    |  |   |  |
|  | <p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID19 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 2-metre 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>              |                                    |  |   |  |

**LFD Testing and Home Testing Kit Distribution**

| What are the hazards?   | Who might be harmed and how? | What are you already doing?   | What is the risk rating – H, M, L? | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action Completed                   | What is the risk rating now – H, M, L? |
|---|------------------------------|---|------------------------------------|--|------------------------------------|--|
|   |                              | List the control measures already in place  | See Below                          |  | State the date completed and sign. | See Below                              |
| Exposure to COVID-19 during Supervised Asymptomatic Testing<br>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.<br>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).<br>Risk associated with testing procedures.<br>Crossing roads to attend the test centre. | Staff and pupils             | <ul style="list-style-type: none"> <li>Risk assessments have been produced by PHE and NHS for conducting asymptomatic testing at approved sites using Lateral Flow Devices (LFD).</li> <li>Parents issued with NHS information and consent form.</li> <li>Pupils will be escorted and supervised by WHSB staff from the WHSB site to the test centre at St Thomas Moore. Pupils are familiar with this route as they use the playing fields for Games lessons.</li> <li>Pupils will be supervised by trained public health staff taking three LFD tests.</li> </ul> | L                                  |  |                                    | L                                      |
| 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 three tests have been completed 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 degrees 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)<br>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:

\_\_\_\_\_

Date Assessed:

\_\_\_\_\_

Signature of Line Manager:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Review Date:

\_\_\_\_\_

**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.