

**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 5 January 2021**

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                      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>• 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>• 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>	<p>List the control measures already in place</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 pupil 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> </ul> <ul style="list-style-type: none"> <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>See Below</p> <p>M</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  L		State the date completed and sign.	See Below  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> <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>				

**Risk Rating**

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

<b>Risk Rating</b>	<b>Description</b>	<b>Action Priority</b>
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):**

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**Print Name:**

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**Date Assessed:**

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**Signature of Line Manager:**

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**Print Name:**

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**Review Date:**

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**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.