

## GOLDWYN SCHOOL COVID – 19 Risk Assessment

|  |  |   |
|--|--|---|
| <p>Risk assessment completed by:</p> <p style="text-align: center;">Stuart Davis: <b>Site Manager</b></p> <p style="text-align: center;">Mark Sibley: <b>Health and Safety Manager</b></p> <p style="text-align: center;">Charlotte Lewis: <b>Principal</b></p> <p>Sign here only after giving consideration to additional control measures.</p> | <p>Signed: <b>Stuart Davis</b><br/>18/05/2020<br/>05/06/20</p> <p>Signed: <b>Mark Sibley</b><br/>18/05/2020<br/>05/06/20</p> <p>Signed: <b>Charlotte Lewis</b><br/>18/05/2020<br/>05/06/20</p> | <p>Signed: <b>Stuart Davis</b><br/>16/09/20</p> <p>Signed: <b>Mark Sibley</b><br/>16/09/20</p> <p>Signed: <b>Charlotte Lewis</b><br/>16/09/20</p> |
| <p>Discussed and agreed by Governing Body</p> <p>Version 1 18/05/20<br/>Version 2 05/06/20<br/>Version 3 26/08/20 Discussed and agreed by staff: 01/09/20<br/>Version 4 16/09/20 – Additional sections 10 and 11</p>   |  |   |

| Risk Rating: (LIKELIHOOD) | OUTCOME:             |                    |              |
|---------------------------|----------------------|--------------------|--------------|
|                           | Insignificant Injury | Significant Injury | Major Injury |
| <b>Unlikely</b>           | Trivial Risk         | Low Risk           | Medium Risk  |
| <b>Possible</b>           | Low Risk             | Medium Risk        | High Risk    |
| <b>Probable</b>           | Medium Risk          | High Risk          | <b>STOP</b>  |

| Risk Level:    | Action and Timescales:  |
|----------------|---|
| <b>Trivial</b> | No action required and no documentary records are required  |
| <b>Low</b>     | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| <b>Medium</b>  | Risk reduction measures should be implemented within a defined period.  |
| <b>High</b>    | Give priority to removing or reducing the risk urgent action should be taken.                                   |
| <b>STOP</b>    | 'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.         |

This Risk Assessment is to be read in conjunction with “Goldwyn Centre Procedures and Protocols” and  
 “Student Expectations and Daily Routines – Sept 2020”

Home Tutor Checklist

STLS Risk Assessment

| HAZARD   | WHO MIGHT BE HARMED  | CONTROLS TO BE PUT IN PLACE   | WHO WILL BE RESPONSIBLE  | WHEN THE CONTROLS NEED TO BE IN PLACE BY | LEVEL OF RISK & ADDITIONAL NOTES  |
|--|--|---|--|--|---|
| 1. Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul> | <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Each site has a dedicated COVID medical room. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up:</p> | Centre managers<br>First Aiders:<br>KBr, PW, JS, SH, RP, KK, OJ, SC, | 01/09/20                                 | <p><b>Medium risk</b></p> <p>Parents and staff have been informed via email, letters and website of their responsibility to keep their child at home if they are symptomatic.</p> |

- If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask
- If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
- If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection

Supervising staff will wash their hands thoroughly for 20 seconds after the Student has been picked up.

As small number of home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.

Only in very exceptional circumstances will a member of school staff take symptomatic children home and in this case the following steps will be taken:

- The driver and passenger will maintain a distance of 2m from each other, and
- The driver will use a face mask and gloves and the passenger will wear a face mask if they are able to do so.

A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](#).

If the school becomes aware that a Student or a staff member has tested positive for coronavirus, the school will contact the [local health protection team](#). The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.

To help with this, records will be kept of:

- The Students and staff in each group
- Any close contact that takes place between children and

|  |  |   |   |                 |            |
|--|--|---|---|-----------------|------------|
|  |  | <p>staff in different groups</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> |   |                 |            |
| <p>2. Contact with coronavirus when getting to and from school</p> |  | <p>Parents will be asked if they would prefer to take their children to and from school.</p> <p>Goldwyn School drivers will adhere to the School's Transport guidance and</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers to ensure</p> <ul style="list-style-type: none"> <li>• Students are grouped together on transport to so that students from different sites do not mix in school vehicles.</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> </ul>   | <p>Parents and Carers</p> <p>Keyworking staff</p> <p>Drivers and transport managers</p> | <p>01/09/20</p> | <p>Low</p> |

|  |  |  |  |                 |  |
|--|--|--|--|-----------------|--|
|  |  | <ul style="list-style-type: none"> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised and staggered over the morning tutor period.</li> <li>• Students practise distancing within vehicles where possible.</li> <li>• Students should use face coverings in the taxi.</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all Students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Students will be made aware that they mustn't touch the front of the covering during use or removal.</p> |  |                 |  |
| <p>3. Spreading infection due to touch, sneezes and coughs</p> |  | <p>Handwashing facilities are provided in numerous locations at each site. Sanitiser stations are placed in key locations around the sites.</p> <p>E.g. Entrances/exits, Classrooms, Workshops, Dining halls, Staffrooms, Receptions, Office spaces</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul>   | <p>Estates Manager – SD<br/>H&amp;S Manager – Msi<br/>Caretaking staff<br/>MSh<br/>BK<br/>MHi</p> <p>All teaching &amp; Pastoral staff</p> | <p>01/09/20</p> | <p><b>Low</b></p> <p>The system of controls in place will mitigate against risk.</p> <p>Parents and staff can protect each other by not attending school if they are unwell and having a COVID test.</p> |

|  |  |  |  |                 |            |
|--|--|--|--|-----------------|------------|
|  |  | <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any Students who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>   |  |                 |            |
| <p>4. Spreading infection through contact with coronavirus on surfaces</p> |  | <p>Frequently touched surfaces in communal areas and toilets will be regularly cleaned by Cleaning staff using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Fingerprint scanners</li> <li>• Outdoor play equipment</li> <li>• Telephones</li> </ul> <p>In order to minimise disruption to learning, Teachers and TAs will frequently clean inside their classrooms throughout the day.</p> <ul style="list-style-type: none"> <li>• Classroom tables, surfaces</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> </ul> | <p>Contracted Cleaning providers</p> <p>Duty staff</p> <p>Teaching and classroom support staff</p> | <p>01/09/20</p> | <p>Low</p> |

- Computer equipment (including keyboards and mouse)
- Sports equipment
- Hard toys
- Classroom telephones

Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.

Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.

Areas of the school that are used by Students will be cleaned thoroughly at the end of the day. E.g. Classroom, dining hall, toilets, corridors.

Any resources shared between groups, such as sports, art and science equipment, will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups

The same rules will be followed for books and other shared resources that Students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to Student education and development.

Individual and very frequently used equipment, like pens and pencils, will not be shared.

Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not

|   |  |  |   |                 |   |
|---|--|--|---|-----------------|---|
|   |  | <p>possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">Safe working guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling Students' books.</p>  |   |                 |   |
| <p>5. Spreading infection due to excessive contact and mixing between Students and staff in lessons</p> |  | <p>Due to the relatively low numbers of students attending each site, each site will be considered to be it's own 'bubble'</p> <p>Year 7 Students movement will be reduced by following a 'primary' teaching model for most of their day.</p> <p>In order to deliver the breadth of curriculum required students will access specialist teaching areas.</p> <p>See "Goldwyn School Centres – Procedures and Protocols" for details about student movement and distancing measures.</p> <p>Signage around the school sites will remind students about maintaining social distance.</p> <p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> | <p>Centre Managers</p> <p>All Teaching &amp; Support staff.</p> | <p>01/09/20</p> | <p><b>Medium</b></p> <p>Centre managers &amp; Leadership group will monitor the use of the environment and the systems in place.</p> <p>Student ability to comply with the systems in place could lead to breaches of the protocols and increased risk of infection.</p> <p>An individual risk assessment will be carried out by the centre manager for students who are unable to follow the Health and Safety</p> |



|  |  |  |                    |                 |   |
|--|--|--|--------------------|-----------------|---|
|  |  | <p>Whole school assemblies will not take place.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments will require a separate risk assessment to be completed by the subject specialists. (particularly wind or brass instruments) Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between Students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from Students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with SEND students but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for Students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> |                    |                 | <p>guidance set out.</p>                |
| <p>6. Spreading infection due to excessive contact and</p> |  | <p>Students will be kept in the same groups for most of the time each day, and be kept separate from other groups. This will not be an 'all-or-nothing' approach student will move to specialist teaching areas in order to access the</p>   | <p>Admin staff</p> | <p>01/09/20</p> | <p><b>Low</b></p> <p>The government</p> |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <p>mixing between Students and staff around and outside of the school</p> |  | <p>breadth of the secondary curriculum Goldwyn offers to engage, support and challenge it's students. This may include attending another Goldwyn site to access a vocational course of study. For Students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these Students safe.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to Students in their classrooms.</p> <p>All sites have individual toilets for students. Staff toilets to have maximum of 2 adults.</p> <p>Staff use of staff rooms will be limited to a maximum of 4 staff at a time.</p> <p>Offices have been re-organised to hold a maximum of 2 staff.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival.</p> <p>Visitors will be expected to wear a face covering/mask before entering the building and will be provided with one if they do not have their own</p> <p>Visitors will provide contact details to assist with 'Track and Trace' process if needed. These details will routinely be destroyed after 14 days of their visit to the site.</p> <p>Visits from contractors will happen outside of school hours</p> | <p>Duty and Pastoral staff</p> <p>Teaching &amp; Support staff</p> <p>Centre Managers</p> <p>Reception staff</p> |  | <p>guidance states <i>"that the overall risks to children from coronavirus (COVID-19) in relation to education settings is low"</i></p> <p>Off-site education providers have been asked to provide Coronavirus Risk Assessments before Goldwyn students resume any of the activities provided.</p> <p>Staff parents and Carers have been reminded to stay alert to the risk of infection when outside school and to observe social distancing guidance in place.</p> |
|---|--|--|--|--|--|

|  |   |                                   |          |     |
|--|---|-----------------------------------|----------|-----|
|  | <p>as far as possible.</p> <p>Non-overnight domestic educational visits can take place in the same Student groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>  | Centre Managers                   |          |     |
| 6. continued                             | <p><u>Use of face masks</u></p> <p>Current Government guidance <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education-general-approach-to-face-coverings">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education-general-approach-to-face-coverings</a> states that facemasks are currently not a requirement in schools in England. However,</p> <p><i>“In these intervention areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.”</i></p> <p>If staff and students at Goldwyn wish to wear a face mask they will be permitted to do so.</p> <p>Visitors e.g. parents and contractors will be required to wear a face mask when coming into the school buildings.</p> | Reception staff & Centre managers | 01/09/20 |     |
| 7. Spreading infection due to the school | <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening</p>  | SD, MSi, CL<br>MH, BK, MSh        | 27/08/20 | Low |

|  |  |  |   |          |     |
|--|--|--|---|----------|-----|
| environment  |  | <p>in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> |   |          |     |
| 8. Spreading infection due to excessive contact and mixing in meetings |  | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>   | <p>All staff</p> <p>Centre Managers</p>                     | 01/09/20 | Low |
| 9. Individuals vulnerable to serious infection coming into school      |  | <p>Since shielding guidance was paused on 01/08/20, all staff and Students are expected to come into school.</p> <p>Staff who are in the ECV category or have concerns due to being in a vulnerable category e.g BAME, more than 28 wks Pregnant, etc should inform their centre manager who will arrange for an individual risk assessment to be carried out to discuss any potential mitigations that need to be put in place.</p>   | <p>Centre Managers</p> <p>CL &amp; TBr</p>                  | 01/09/20 | Low |
| 10. Injury due to inappropriate use of sanitising                      | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> </ul> | <p>The hand gel and sanitising sprays used around the school sites are safe for school use and do not require hazard labelling or lockable storage.</p> <p>Sanitiser is diluted according to the manufacturers</p>   | <p>All staff</p> <p>All students</p> <p>Centre Managers</p> |          | Low |

|           |  |   |          |  |  |
|-----------|--|---|----------|--|--|
| chemicals | <ul style="list-style-type: none"> <li>• Visitors</li> </ul> | <p>recommendations. This greatly reduces the risk of harm that could occur if the substance was ingested or transmitted to eyes or skin accidentally.</p> <p>Staff have had demonstration of correct use of sanitiser sprays for room misting, direct cleaning etc.</p> <p>All staff have been made aware of potential risk and have been advised to keep the sanitiser spray and hand gel out of the reach of children and not allow unsupervised use.</p> <p>Site staff who are responsible for diluting the sanitiser have received specific guidance for handling the concentrated chemical in its powder form, and have been issued with the appropriate PPE and have entered the details from the Safety Data Sheets into their COSHH folders.</p> <p>Centre managers, caretakers and trained first aiders have copies of the Safety Data Sheets that show the first aid measures required.</p> <p><u>SAFETY NOTE</u></p> <ul style="list-style-type: none"> <li>· As with all chemicals, people should only use these substances for which they were designed. Should the sanitiser be sprayed directly on the skin or eyes, you should immediately rinse the area thoroughly with water and follow the first aid guidelines set out in the Safety Data Sheet. If the chemical has been ingested, you should promptly get the person to rinse out their mouth and then drink large volumes of water and seek medical attention immediately - DO NOT induce vomiting. Sanitiser or gel in the eyes should be rinsed thoroughly with water and a sterile saline solution. Seek medical advice if required for any of the above.</li> <li>· Complete accident/incident form if required.</li> </ul> | SD / MSi |  |  |
|-----------|--|---|----------|--|--|

|  |  |  |   |  |               |
|--|--|--|---|--|---------------|
| <p>11. Goldwyn Staff being exposed to the virus whilst working off site in schools, settings and homes</p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Households</li> <li>• Other professionals</li> </ul> | <p>Staff should expect to be kept as safe working outside Goldwyn as within Goldwyn.</p> <p>Any member of staff who feels appropriate safety measures are not in place whilst carrying out the offsite duties has the discretion to leave the premises and inform their manager immediately of the reason.</p> <p><u>STLS</u></p> <p>A common STLS risk assessment has been shared with all district schools and settings. (<u>See separate document</u>)</p> <p>When Goldwyn staff visit these settings, they will be expected to follow the guidelines in place there. In <u>addition</u>, staff may adopt their own procedures in line with Goldwyn staff working in centres e.g. use of a facemask or visor if preferred.</p> <p><u>Home Tutors</u></p> <p>Goldwyn Tutors will not be expected to carry out home visits unless they are happy to do so. (Alternative duties may be allocated in this instance.)</p> <p>All homes where tuition is likely to take place will be screened by a suitable person within the centre, prior to any tuition being approved.</p> <p>On the morning of each timetabled session a suitable person will make telephone contact with the parents/carers to run through a H&amp;S Covid checklist.</p> <p>If the response is unsatisfactory the session will not be allowed to take place.</p> <p>All tutors, students and families will receive a copy of the specific expectations for the home, the teaching space and the hygiene procedures that need to take place.</p> <p>A tutor who finds any of the protocols breached or feels at risk must leave the home and inform the manager as soon as possible.</p> | <p>All STLS</p> <p>HW / KG</p> <p>All Goldwyn Tutors</p> <p>JB / CL</p> |  | <p>Medium</p> |
|--|--|--|---|--|---------------|

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | (See separate document – “Home Tutor Checklist Sept<br><u>2020</u> ”) |  |  |  |
|--|--|---|--|--|--|