



Devonport High School for Girls Risk Assessment for opening to all students from September 2020

Introduction

The government have asked schools to open to all students from September 2020. In order to ensure that we have all health and safety measures in place, we have considered the following safeguarding measures, we recognise that local decisions may need to be flexible:

Risk Assessment completed by:	Name:	Beverley Bell
	Position:	Acting Head Teacher
	School:	Devonport High School for Girls
	Date:	5 th January 2021

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
1	Has the COVID-19 Safe System of Work checklist (sent out with the Schools newsletter dated 14 th April) been completed and returned to the PCC Health, Safety and Wellbeing Team for your school	Completed. DHSG already open to keyworker and vulnerable students. Premises staff onsite constantly so all checks and maintenance carried out as usual.	4	2	8	All servicing/checks carried out as normal. lockdown.	4	1	4



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2	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Currently only 3 pods – vulnerable/children of keyworkers, a Y7 pod, a Y8 pod and a small mixed pod of the other year groups. Students have different gates to access and leave the school. Staff control the student access into the classrooms.</p> <p>Teaching staff are on a rota and work across the 3 pods on the day that they are in.</p> <p>All staff were surveyed to find out who needed to work in school or from home. Teaching staff have been given an allocated classroom each to work in. Support staff work in their normal areas. Any other staff expected to work from home who wish to come in to school have to request access from the Acting Head Teacher and a working space is allocated.</p>	4	2	8	<p>Each pod is kept separately and has been allocated:</p> <ul style="list-style-type: none"> • a classroom to use as a tutor room • a computer room for their live lessons • a set of toilets • a gate to use to enter and leave the school site • an allocated entrance/exit door from the main building <p>Students instructed to enter the school through their allocated door and go straight to their form room</p> <p>Students should leave the school site by 3.45pm.</p>	4	3	12



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			S	P	R		S	P	R
3	Overcrowding in classrooms and corridors.	Current students in school are in 3 “pods” and have allocated classrooms in different areas of the school with no crossover between groups. A one-way system has been introduced around the school, and separation measures are in place in corridors and reception.	4	3	12	Classrooms have been set up to cater for full classes (up to 32) with desks and chairs facing forwards. A one-way system is in place around the school and separation measures are in place in corridors and reception. Staff and students are expected to wear face coverings in the communal areas – corridors, main reception, first aid area and toilets.	4	3	12
4	Increased numbers during breaks compromising social distancing.	At break time, the keyworker/vulnerable pods have their break in their tutor rooms or dining hall.	4	2	8	The servery and dining hall have been set out with a different serving area and seating area for each of the three pods. Exam tables and chairs have been used in the dining hall so that all students face forward when eating. Each pod has an outside area allocated for their use at break time to enable them to be less static in their tutor rooms.	4	3	12
5	Increased numbers during lunchtime compromising social distancing.	The keyworker/vulnerable pods can purchase meals from the servery and eat in the dining hall.	5	3	15	The servery and dining hall have been set out with a different serving area and seating area for each of the three pods. Exam tables and chairs have been used in the dining hall so that all students face forward when eating.	5	3	15



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						<p>Lunchtime is at the normal time. Each pod has an outside area allocated for their use at lunch time to enable them to be less static in their tutor rooms.</p> <p>Picnic benches have been removed or cordoned off to prevent use.</p> <p>Mealtime Assistants are in school to monitor the students at lunchtime.</p> <p>Staff have been allocated rooms for their lunch break and can also use the grass area behind the Art block.</p>			
6	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<p>Limited number of students attending are currently in a pod with allocated rooms. Fire, first aid and other health and safety needs are met</p> <p>A one-way system has been set up in the main building.</p> <p>First aid boxes have been updated with PPE equipment and first aiders have been briefed. Staff encouraged to contact Acting Head Teacher if they need any further I-I</p>	4	2	8	<p>All current systems will continue.</p> <p>The use of shared resources is limited as much as possible. Students in computer rooms have allocated computer and headphones. Cleaning regimes for certain resources are place e.g. Ipads, PE equipment</p>	4	3	12



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		<p>guidance. Documents have been updated and a record of instructions issued is being maintained.</p> <p>PPE equipment available for other staff if required for their role e.g. premises staff cleaning a spillage.</p> <p>Cleaning team in evenings to ensure all areas cleaned each day. Staggered start/finish time for cleaners to ensure they can socially distance in the cleaners cupboard.</p>							
7	Staff rooms and offices to comply with social distancing and safe working practice	<p>Limited number of staff onsite at present.</p> <p>Staff work on a rota basis and are only asked to come in to work if required to undertake the work in school. The school is supporting home working where it is possible for the staff member to do so.</p> <p>Staggered working days limit the number of staff in school at any one time.</p>	4	3	12	<p>Support staff are either working in their normal areas or they are working from home.</p> <p>Teaching staff are on a rota to supervise the 3 pods and will work in one of the pods' allocated computer suites when supervising students. When not required to supervise, they are allocated a classroom to work in, or can work in the staff workroom. A record of working areas is maintained by the office manager to ensure that all areas used are cleaned. Teaching staff who cannot work from home (e.g. IT issues) have been allocated a classroom to work in, and for specialist subjects they have been allocated their own area where possible.</p>	4	3	12



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		<p>All staff are socially distancing, with number of offices being limited and other working areas set up if their office is too small for social distancing.</p> <p>Signage put up on toilets reminding about 2m distancing and standing back to let people enter/exit. Toilet access is one in /one out.</p> <p>Staff briefings of no more than 10 people in a large staffroom. Other staff briefings have been done via email and a record of all documents sent out is retained centrally in One Drive for all staff to access.</p>				<p>Classrooms are set up with forward facing desks. Staff are advised to stay at the front of the classroom and to try to maintain 2m distance from the students and minimise the time spent within 1m of anyone.</p> <p>Single toilets will remain one in/one out.</p> <p>Multi-cubicle toilets will have signage to advise to step back and allow others to enter/exit.</p> <p>Staff briefings are held virtually wherever possible or communicated via email.</p> <p>Training during lockdown has been paused where possible in recognition of the extra pressure on staff of live remote teaching.</p>			
8	Ventilation to reduce spread	<p>Access and entry doors to buildings will be left open as much as possible. Automatic fire doors left open. All other doors left open where possible. Windows open.</p>	4	2	8	Ventilation procedures remain in place. This is monitored and is adjusted as the weather requires.	4	3	12



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		Site will remain secure as the site is fenced and all gates locked							
9	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	Staff family circumstances and ICT connectivity have been surveyed. Individual risk assessments remain in place, and new risk assessments carried out if necessary. Teacher availability currently high. Cover supervisors would be used if teacher not available.	4	2	8	Teacher availability continues to be currently high. Cover supervisors are used if teacher not available. If necessary, supply teachers from our DHSG supply register would be used. Agency supply teachers could be utilised through the supply agencies that we use on the rare occasions that agency staff are required.	4	1	4
10	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Constant communication with staff, students and parents and carers. Strong pastoral support in place for students; a member of SLT/ Head of House in each day, virtual tutor meeting, telephone calls home if required. Students receive weekly updates from pastoral teams.	4	3	12	Continuing communication with staff, students and their families. Individual risk assessments were carried out again in September 2020 for vulnerable and anxious staff to provide an opportunity to discuss and reassure. Staff were surveyed January 2021 to ascertain if they had any issues related to carrying out their role during lockdown, e.g. ICT connection at home, childcare issues. Instructions on the new “pod” arrangements and procedures was issued to staff on 8 th Jan 21. CPD on the new safety measures and procedures was	4	3	12



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		<p>Staff receive weekly updates from Acting Head Teacher.</p> <p>Staff consulted on initial risk assessment and feedback used to revise risk assessment. More detailed instructions on managing risk was sent to teaching staff and students with the introduction of more students into school.</p> <p>Instructions on attending school and managing risk to be issued to support staff where necessary which will be relevant to their role/working area.</p> <p>Parents/carers were surveyed and students only attended school at pre-arranged dates/times to limit the number of students and staff onsite.</p> <p>Open door policy for staff to discuss concerns.</p>				<p>provided to Heads of Department during the first week in January 2021.</p> <p>Open door policy for staff to discuss concerns.</p>			
11	Contaminated surfaces spreading virus.	Unnecessary items removed and stored.	5	3	15	Unnecessary items removed and stored.	5	3	15



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		<p>Cleaning team working at full strength and cleaning evenings only as outer building not in use where possible. Cleaning has a particular focus on high touch/traffic areas.</p> <p>Hand sanitiser and anti-bac wipes available around the school for staff and students to use. Anti-bac soap in toilet areas.</p> <p>Students to bring in own resources such as pencil cases. Shared resources will need to be wiped with anti-bac wipes or left for 72 hours before someone else using them.</p> <p>Gloves available for staff if required</p> <p>Hand sanitiser is available in every classroom and staff and students have been instructed to use it when entering and exiting the room.</p>				<p>The use of shared resources is limited as much as possible, but cleaning regimes for certain resources will be in place e.g. lpads, PE equipment.</p> <p>Hand sanitiser and anti-bac wipes continue to be available around the school, as well as anti-bac soap in the toilet areas.</p> <p>Students bring in their own resources such as pencil cases.</p> <p>Hand sanitiser is available in every classroom and office and staff and students are instructed to use it when entering and exiting the room.</p>			



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12	Lessons or activities to take place outdoors in line with social distancing	Vulnerable/Key Worker students undertake PE lessons outdoors. Any sports equipment used (e.g. balls/bibs) are washed after each use. Walking/running route marked out for 2m distancing.	4	3	12	Students undertake outdoor activities. PE lessons take place on the field and courts. The gym is in reserve for PE use in bad weather. Any sports equipment used (e.g. balls/bibs) is cleaned. Walking/running route marked out for 2m distancing and rounders.	4	3	12
13	Shared resources and equipment increasing spread	Students bring in own resources to prevent the sharing of resources. Any shared resources to be cleaned following DfE guidance. Large items cleaned by premises staff	4	4	16	Students bring in own resources. Resources are not shared within a classroom where possible. Anything shared is cleaned prior to re-use (e.g. iPads). Staff and students advised to use hand sanitiser when entering and leaving the classroom.	4	3	12
14	Cleaning staff and hygiene contractors capacity - providing additional requirements	Cleaning team back to full strength and cleaning in the evenings only, with a particular focus on high touch/traffic areas. Site staff also available onsite throughout the day to clean where necessary. Should there be any future staff shortages, other support staff not currently required to work have volunteered to come in	4	3	12	Premises staff available all day for cleaning	4	2	8



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		and undertake cleaning to help out.							
15	Sufficient handwashing facilities for staff and pupils	Hand sanitiser available in all areas currently in use. Anti-bac soap in all toilet areas. Signage in all toilet areas on the correct way to wash your hands and been shared with students and parents/carers.	4	3	12	Additional wall mounted sanitiser dispensers have been fitted around the school. Signage showing how to use hand sanitiser placed beside dispensers. Anti-bacterial soap available in every toilet area and sink area. Signage in all toilet areas on the correct way to wash your hands.	4	3	12
16	Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is part of normal routine	4	2	8	Frequent hand cleaning is part of normal routine. Students are instructed to sanitise their hands as they enter and leave the classroom. They are also allowed to go to the toilet during lessons	4	3	12
17	Handwashing practice with children (secondary age students)	Signage in all toilet areas on the correct way to wash your hands	4	3	12	Signage in all toilet areas on the correct way to wash your hands. Signage showing how to use hand sanitiser placed in all classrooms.	4	3	12
18	Sufficient supplies of soap and cleaning products	The school ordered early and therefore have a good stock of products.	4	3	12	Stock control is in place to monitor usage and ensure stocks are replenished in a timely fashion, allowing for possible delays. Engaged with multiple suppliers.	4	2	8



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19	Toilets being overcrowded	<p>Number of students onsite at any one time currently low in relation to the student/toilet ratio. Students are allowed to leave lessons to go to the toilet to reduce the numbers during break/lunch</p> <p>Staff and student toilets have signage to remind about 2m distance and to stand back to allow others to enter/exit.</p>	4	3	12	<p>Pods have been allocated specific toilet areas to use.</p> <p>Students are allowed to leave lessons to go to the toilet to reduce the numbers during break/lunch.</p> <p>Single use toilets have a one in/one out policy. Multi-cubicle blocks have all cubicles and sinks available but have signage to remind about distancing and to stand back to allow others to enter/exit.</p>	4	3	12
20	Vulnerable groups who are clinically, extremely vulnerable.	<p>Staff surveyed again recently. Clinically extremely vulnerable advised to remain at home. Clinically vulnerable have had an individual risk assessment carried out prior to being rota'd to attend school (Some will be working with students and some will not)</p>	5	2	10	<p>Individual risk assessments were reviewed again with vulnerable/ anxious staff to reflect the arrangements for September 2020.</p> <p>Further assessment carried out on staff where necessary January 2021.</p>	5	2	10



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		Parents/carers regularly advised to follow the latest DfE guidance.							
21	Children with EHCP	We do not have any students with an EHCP currently				If this were to change in the future we would follow the DfE guidance			
22	Students follow guidance	Students have been placed in small pods. Clear instructions have been issued to the students and their parents and carers on how the system will operate	4	2	8	Students have been separated into 3 pods and were sent information prior to coming in to school on how to manage the risk in school.	4	3	12
23	Member of a class becoming unwell with COVID19	If a child or member of staff is unwell with suspected COVID19 symptoms, the member of staff notifies the office using the emergency alert button on SIMS. Main office staff then email to find out the nature of the emergency. The first aider will be advised that it is a suspected COVID19 case and will wear the appropriate PPE. The first aider wearing PPE collects the child and escorts them	4	3	12	Lateral Flow Testing (LFT) has taken place on all students in each pod who have consented to being tested.	4	3	12



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		to an isolation room (which has an allocated toilet facility). Windows will be opened for ventilation. Parent/carer notified requesting immediate collection. Staff member or Student and parent/carer advised of need to self-isolate for 10 days and arrange to have a test for COVID-19. PHE will be notified of the suspected case by a member of SLT. DfE/LA to be informed as part of daily return.							
24	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	Small number of staff currently onsite. Instructions given. Regular communication and updates being sent.	4	2	8	Communication and updates continue to be sent out. Full staff training took place on the 2 training days in September prior to the students' return. Heads of Department received training, and instructions issued to all staff during the first week in January.	4	2	8
25	Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers and this information has been sent	4	2	8	The school has tests supplied by the DfE. These are issued out to students/staff with suspected Covid-19 in accordance with the criteria set by the DfE.	4	2	8



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		<p>out to staff in the DfE updates.</p> <p>Staff have been made aware that there is access to COVID19 testing in Plymouth if either they or family members have symptoms.</p> <p>Tests can be arranged by email:</p> <p>plh-tr.ohstaffswabbing@nhs.net</p>				<p>Lateral Flow Testing for COVID-19 is now taking place in school. All students in each pod that consented to being tested have been tested twice in accordance with DfE guidance.</p> <p>Staff who have consented to being tested are being tested twice weekly.</p> <p>The main hall has been set up as a testing area, and staff who volunteered have been trained.</p>			
26	Conditions for use of PPE when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE equipment should be worn by the supervising adult (a face mask, apron, gloves and eye protection) which there are 2 sets of in every first aid kit	4	3	12	<p>First aid boxes have had 2 PPE kits added for speed in a quick grab bag (face masks, goggles, aprons and gloves). First Aiders have been instructed to wear them if they are attending a first aid incident of a suspected coronavirus case. First aiders go to the student, rather than the student coming to reception. They will take them to the isolation room (which has its own toilet).</p> <p>First Aiders keep a record of where the child has been and who they have been in contact with.</p>	4	2	8
27	Travel to school and provision of safe school transport:	We have shared the latest DfE guidance with parents/carers.	4	4	16	A number of our students live a fair distance from school and it is not feasible for them to walk or cycle to school. Advice has been given to students	4	3	12



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		<p>A number of our students live a fair distance from school and it is not feasible for them to walk or cycle to school. We have arranged a later start and earlier finish to avoid the peak times on public transport. Advice has been given to students and parents/carers on the wearing of a face covering whilst on the public transport and safe storage of this once they arrive at school</p> <p>Also use of hand sanitiser before alighting on transport; avoiding touching anything on the transport as far as possible; remaining seated until the bus comes to a halt and avoiding touching anything whilst getting off; using hand sanitiser before proceeding to school gate; wash hands with soap and water or use of hand</p>				<p>and parents/carers on the wearing of a face covering whilst on the public transport and safe storage of this once they arrive at school</p> <p>Also use of hand sanitiser before alighting on transport; avoiding touching anything on the transport as far as possible; remaining seated until the bus comes to a halt and avoiding touching anything whilst getting off; using hand sanitiser before proceeding to school gate; wash hands with soap and water or use of hand sanitiser on entry to school building.</p> <p>The private contract buses that some students use, have been set up with “bubbles” for each school using the bus (DHSB/DHSB/PHSG).</p>			



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		sanitiser on entry to school building							
28	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff are operating in a safe environment	Due to the low numbers of students on site, the number of catering staff coming in has been reduced to no more than 3 at a time. They have spent more time deep cleaning the kitchen facilities daily. All routine checks have been carried out as normal.	4	2	8	Staff and students can order hot meals which they can then obtain from the servery. Each pod has an allocated area in the servery for collecting food. A 3-week menu is available on the school website showing the selections available. Protective screens have been fitted in the servery in preparation for hot lunches being served again.	4	2	8
29	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	As above	4	2	8	As above	4	2	8
30	Parents/carers, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Currently parents/carers are not permitted on site unless requested to do so by the school to attend a pre-arranged appointment or in a first aid emergency. Visitors to site is being limited and is being monitored by the Business Manager.	4	3	12	Visitors to the school are limited and only with prior agreement. They are issued with instructions, including not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. They are also advised of the infection control procedures on site. They must wear masks when onsite. Deliveries to the school are done outside of school hours where possible. In school hours this is managed as the gates are locked during the day so	4	3	12



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						this is controlled by reception and site staff. All items delivered are cleaned in identified cleaning areas.			
31	Parent aggression due to anxiety and stress.	<p>Due to the low numbers onsite this has not been an issue currently. Students arriving by car have been dropped outside of the gate as parents/carers cannot come onto the school site. No other parents/carers have arrived with students.</p> <p>Due to the age and home location of our students, parents/carers tend not to drop them off unless they are in a car and therefore do not stop. Senior members of staff will be at the gates to monitor the arrival of the students and deal with any potential issues.</p> <p>We are in regular communication with parents/carers</p>	4	2	8	<p>Due to the age and home location of our students, parents/carers tend not to drop them off unless they are in a car and therefore do not stop. Senior members of staff are available to monitor the arrival of the students and deal with any potential issues.</p> <p>We are in regular communication with parents/carers.</p>	4	1	4



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32	Spread of virus due to increased numbers of people within the building.	<p>Pods created to keep staff and students in separate areas of the school.</p> <p>Staff on a rota where possible to reduce the number onsite.</p> <p>Parents/carers not permitted on site unless requested. Visitors to site limited to essential.</p> <p>Deliveries arranged for out of school hours where possible.</p> <p>One-way system introduced around the school.</p> <p>Extensive amounts of additional cleaning and hygiene products purchased</p> <p>The use of sanitiser promoted and available across the school and anti-bac wipes available</p> <p>Telephones cleaned before and after use</p>	4	2	8	<p>Students are in pods and are kept in separate areas of the school where possible.</p> <p>Students and staff expected to wear face coverings in communal areas – corridors/toilets/main reception/first aid.</p> <p>Parents/carers are not permitted on site unless requested. Visitors to site limited to essential.</p> <p>Deliveries arranged for out of school hours where possible.</p> <p>One-way system in place around the school.</p> <p>Extensive amounts of additional cleaning and hygiene products purchased and being used.</p> <p>The use of sanitiser promoted and available across the school and anti-bac wipes available</p> <p>Support staff keep to individual workstations</p> <p>Telephones cleaned before and after use</p> <p>Radios cleaned before and after use</p>	4	3	12



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Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
5	Change signage on outdoor spaces to indicate the allocated areas for new pods	printing/laminating	06/01/21	AN	06/01/21
10	Review risk assessments for vulnerable staff	BBL time	15/01/21	BBL/RME	05/01/21
10/22/24	Issue instructions on managing risk to staff and students	BBL/AT time	07/01/21	BBL/AT	07/01/21
22	Create rota for catering staff at break/lunch	DH time	11/01/21	DH	11/01/21
23	Continually check advice and guidance from Local Authority bulletins and DfE to review actions in relation to this hazard	Time	Daily	BBL	Ongoing

Action Plan

I confirm that this risk assessment is an accurate reflection of the risks and controls in place **YES / NO**

The further action required, as outlined in the Action Plan above, will be achieved by the target dates **YES / NO** – see below*

Signed by responsible manager: NAME...Mrs Beverley Bell.....Signature... *B Bell* Date05 01 21.... Review date: As required

Submitted to Local Authority with a request to share with Unions:

Approved by Governing Body: Name: Mrs Glynis Westcott (Chair of Governors) Signature..... Date.....