

<b>School name</b>	Bournemouth School for Girls		
<b>Assessment carried out by (name/role)</b>	A Brien Headteacher		
<b>Date of assessment</b>	Updated 1 <sup>st</sup> September 2021	<b>Date of next review</b>	Ongoing- weekly review by SLT

<b>Hazard identified</b>	<b>Measures in place for a safe return for all in September 2021</b>
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<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
Staff Pupils Parents Volunteers/ governors Visitors Contractors Risk of contracting Covid-19 and risk of transmission to others	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	Making sure that all parents, staff and pupils are clear that if they display any symptoms of Covid-19 or where there is someone in the household who is self-isolating, they do not go to school and self-isolate for the required period.  Staff given instruction in September staff meeting on what to do if they or someone in their household experiences symptoms;  Staff given instruction on what to do if a pupil show symptoms at school;  Arrangements are in place for the isolation of pupils or staff who may develop COVID-	Any pupil or staff member displaying symptoms in school will be sent home immediately.	All staff	1 September	

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		<p>19 symptoms during the day while arrangements are made for them to leave the premises, and these arrangements have been risk assessed. This will include PPE for staff who may need to supervise the pupils while arrangements are made for them to leave the premises.</p> <p>Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms;</p> <p>All pupils/ staff asked to take regular twice weekly home tests and report immediately if test is positive.</p> <p>Testing kits provided and distributed to staff and students</p> <p>Year 7 pupils will have two tests in school in first week at school</p> <p>Staff/pupils will be told they must get tested if they display symptoms of coronavirus or are contacted by NHS Track and Trace.</p> <p>If a member of staff or pupil tests positive, the rest of the class/group may be asked to take an additional test in school</p>	<p>First aid room used as holding area pending collection by parents</p>	<p>AB</p> <p>First aiders</p>		

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Heightened risk for those in vulnerable groups:		In case of large number of positive cases PHE will be contacted for further advice as to next steps- this may include whole or partial closure of the school				
<ul style="list-style-type: none"> <li>• clinically vulnerable</li> <li>• extremely clinically vulnerable</li> <li>• BAME staff and students</li> <li>• Those living with shielding family members</li> </ul>		<p>A staffing audit will be undertaken to ascertain which staff are unable to come to work to school</p> <p>We will continue to have additional regard for members of staff who</p> <ul style="list-style-type: none"> <li>• are pregnant;</li> <li>• are clinically extremely vulnerable</li> <li>• are exhibiting symptoms of COVID-19 and are self-isolating;</li> <li>• share a household with someone who is self-isolating with COVID-19 symptoms;</li> <li>• are on sick leave.</li> </ul> <p>Consideration as to how work patterns may need to be adjusted will also be given to staff on a case by case basis who are:</p> <ul style="list-style-type: none"> <li>• clinically extremely vulnerable – have underlying health conditions as defined in the Government guidance;</li> <li>• living with people who are clinically extremely vulnerable.</li> </ul>		<p>AB</p> <p>AB</p> <p>AB</p>	1 September	

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	<p><u>(extremely) clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p>	Staff and parents given advice on who is not expected to attend school.	<p>Individual risk assessments conducted on an 'as required' basis;</p> <p>Reasonable adjustments for disabled workers to be assessed on an 'as required' basis.</p>	ALC	1 September	
	<p><u>BAME staff and pupils</u></p> <p>Parents/staff are expected to follow latest national advice if their child/ they are in this category.</p>		Individual risk assessments conducted on an 'as required' basis in light of latest government advice	AB		
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access</p>	<p>Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</p> <p>Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;</p>	Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);	AB	1 <sup>st</sup> September	

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	<p>to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>Tissues / wipes are available in each classroom and cleaning materials available in every department area.</p> <p>Where a pupil/ member of staff sneezes/ coughs they are responsible for immediately wiping down immediate work space</p>	<p>20 hand sanitisers have been installed around the school at key points, including all entrances. Additional sanitisers will be installed as necessary.</p>	<p>SLT</p> <p>Premises</p> <p>AB</p> <p>Premises</p>		
	<p>Enhanced cleaning</p>	<p>Full recommissioning is undertaken before the return of pupils in accordance with the provisions of the school's Health and Safety arrangements</p> <p>Cleaning arrangements are increased to include deep cleaning of the premises if they have been occupied within the last five days before wider opening and regular wiping/sanitising of all touchable surfaces, in addition to the normal cleaning of the premises</p> <p>Enhanced cleaning protocols are in place. These include:</p>	<p>Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</p>	<p>Premises</p> <p>Premises</p> <p>Premises</p>	<p>1<sup>st</sup> September</p>	

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		<p>Thorough cleaning of classrooms and communal areas in use at the end of each day;</p> <p>Cleaning of frequently touched surfaces often with special attention given to door handles and handrails;</p> <p>Bins for tissues emptied regularly during the day; bins lined with black bin liners;</p> <p>If bin full staff to report it to reception and bin will be emptied immediately;</p> <p>Cleaning of other equipment for practical lessons between groups;</p> <p>Removal of unnecessary items from learning environments;</p> <p>Supplies of all necessary cleaning and hygiene materials, PPE and other consumables have been secured before wider opening, and arrangements have been made for the supplies to be maintained and replenished.</p> <p>Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time;</p> <p>IT equipment ie keyboard and mouse wiped down by user after finishing use.</p>	6 misting units purchased and now in use in practical subject areas			

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	Maximising ventilation	<p>Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</p> <p>Air-conditioning units in IT rooms switched off</p>	Installation of Co2 detectors when they arrive	All premises	Ongoing ASAP	
	In the classroom	<p>Clear seating plans will be maintained in every classroom.</p> <p>Classrooms have been rearranged to accommodate desks in a way to afford social distancing where possible. Desks are forward facing and provide for appropriate distance from the teacher.</p> <p>Enhanced staff duty rotas</p> <p>Benching in A corridor has been removed to provide for wider corridor space</p> <p>Signage to maintain social distancing is placed around the building, including clear information about who uses each room.</p> <p>Signage is placed outside the building to control entry to parents and all other visitors to the site, to maintain social distancing for parents dropping children off or collecting them, and to ensure that</p>		SLT	Ongoing	

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		<p>social distancing is maintained in open areas in the school grounds.</p> <p>Arrangements put in place in library re lending/ borrowing of books taking due regard to latest professional association guidance.</p> <p>Where practical work takes place, it will be under carefully controlled conditions in accordance with latest government/ subject association guidance.</p> <p>Pupils will be provided with all necessary equipment in school for the activities they are undertaking, with arrangements Pupils to bring own writing instruments and bottle of water. These must not be shared.</p> <p>IT support requests will be dealt with only when classroom is empty</p> <p>The behaviour policy has been reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as</p>	<p>Markings now in corridors where 2 way traffic unavoidable</p>	<p>All staff</p> <p>SLT</p> <p>All</p> <p>Premises</p>		



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		<p>opposed to cannot) comply with social distancing.</p> <p>Queuing arrangements outside practical rooms reviewed to avoid overcrowding in corridors between lessons</p>	<p>New escape routes now signposted because of building works</p>	<p>All staff</p>		
	<p><u>PPE</u> Normal supply of (non-coronavirus related) PPE will be maintained.</p>	<p>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</p> <p>Additional training needs on the use of PPE have been identified with individual staff and training is scheduled to take place.</p>			<p>1 Sept</p>	

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	<p>Mass testing programme implemented for both pupils and staff</p>	<p>Personal protective equipment (PPE) provisions for staff</p> <p>PPE will be available to those staff who require it, for example first aiders and cleaning and caretaking staff, including gloves, aprons, masks and visors</p> <p>We will follow latest guidance on the wearing of face coverings; if required we will ask pupils and staff to wear facecoverings during lesson changeover and in busy communal areas eg lunch queue and also in classrooms where appropriate social distancing cannot be maintained. Wearing of face coverings and exemptions to this will follow national guidelines and be dealt with sensitively.</p> <p>Staff have access at all times to hot water and soap for hand washing.</p> <p>All year 7 pupils upon return to school will have 2 LFD tests in school within first fortnight followed by twice weekly home testing.</p> <p>All pupils asked to test twice weekly at home.</p> <p>Staff will have home testing opportunity twice a week</p>	<p>Small scale testing centre to be maintained after in school mass testing programme completed.</p>	<p>DSS/SLT</p>	<p>Ready for 1 Sept</p>	

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	Reducing face-to-face contact between staff and between staff and visitors	<p>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</p> <p>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</p> <p>Only essential visitors are allowed on site with the prior permission of the headteacher;</p> <p>Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</p> <p>Contractor visits are scheduled outside school hours where possible. Clear signage and measures in place to keep contractors separate from school staff and pupils</p> <p>Virtual alternative to open day in place</p> <p>Parents subject evenings to be carried out online until further notice</p> <p>Parents meetings in school limited to one parent per family</p>	<p>Open afternoons/ parent evenings with limited numbers</p> <p>Alternative virtual arrangements in place</p>	All	1 Sept	

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	Social distancing in school office and communal spaces	<p>Accommodation for staff has been reviewed.</p> <p>Office accommodation has been reviewed and the use of Perspex dividers where needed has been implemented</p> <p>Staff room and work room accommodation has been reviewed to enable social distancing where possible</p> <p>Staff work back-to-back or side-to-side (rather than face-to-face) if 1m+ distance is not possible and dividing screens installed;</p> <p>Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</p> <p>Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</p> <p>Reception staff instructed on how to deal with deliveries safely.</p>	<p>Portable screens now available in work rooms.</p> <p>Further review of desk spaces undertaken</p>	SLT	1 Sept	
	Reduction in use of public transport to get to and from school	Pupils and staff will be encouraged to walk or cycle where possible or travel by car.	Risk assessments from Yellow Buses and More Bus and	AB	1 Sept	

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		<p>Cycle storage should now be locked during the day. Only one person in cycle shed at a time.</p> <p>We will send out a clear message that the use of public transport to travel to and from school is minimised as far as possible.</p> <p>A clear message is communicated with pupils about not socialising with each other in groups outside of school</p> <p>Instruction given on disposing of disposable face masks carefully or storing in a plastic bag during the day.</p> <p>Additional staff duties in place to manage boarding of buses after school</p>	<p>parents' bus have been requested</p> <p>Transport providers working with the school are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules; additional bus services have been provided.</p>			
	Monitoring	<p>Management checks to be undertaken each day on the control measures in place and reported back to the headteacher;</p> <p>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</p>		SLT  All	ongoing	

