

<b>School name</b>	Bournemouth School for Girls		
<b>Assessment carried out by (name/role)</b>	A Brien Headteacher		
<b>Date of assessment</b>	10 <sup>th</sup> July 2020 Updated 3 <sup>rd</sup> September	<b>Date of next review</b>	Ongoing

<b>Hazard identified</b>	<b>Measures in place for a safe return for all in September 2020</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 INSET 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 Sept	

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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>Staff/pupils will be told they must get tested if they display symptoms of coronavirus or are contacted by NHS Track and Trace; school has been provided with testing kits.</p> <p>If a member of staff or pupil tests positive, the rest of the class/group may be required to self-isolate for 14 days.</p> <p>PHE will be contacted for further advice as to next steps- this may include whole or partial closure of the school</p>	<p>First aid room used as holding area pending collection by parents</p>	<p>AB</p> <p>First aiders</p>		
		<p>Staff and parents given advice on who is still not expected to attend school.</p>		<p>AB</p>	<p>13 August</p>	



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		<ul style="list-style-type: none"> <li>•clinically vulnerable – have underlying health conditions as defined in the Government guidance;</li> <li>•living with people who are clinically vulnerable or clinically extremely vulnerable.</li> </ul>				
	<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> <p>School will support (extremely) clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk.</p>	<p>Staff and parents given advice on who is not expected to attend school.</p>	<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>	<p>ALC</p>	<p>1 Sept</p>	
	<p><u>BAME staff and pupils</u></p> <p>Parents/staff are expected to follow</p>		<p>Individual risk assessments conducted on an ‘as required’</p>	<p>AB</p>		

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	latest national advice if their child/ they are in this category.		basis in light of latest government advice			
	<p><u>Children and adults living with a shielded person:</u></p> <p>A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to</p>		Individual risk assessments conducted on an 'as required' basis in light of latest government advice	AB	1 Sept	
	<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</p>	Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);	AB	1 <sup>st</sup> Sept	

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	<p>to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>(where practical) in toilets and regular checking of supply;</p> <p>Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</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 start of the new school year 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>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>20<sup>th</sup> August</p>	

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		<p>Enhanced cleaning protocols are in place. These include:</p> <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>Removal of soft furnishings where possible that are hard to clean eg reception and library</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</p>		Premises		

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		<p>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>				
	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>		All	Ongoing	
	Minimising contact and mixing between groups of staff and pupils	<p>Year 7 and 8 classes will be taught wherever possible in the same class group.</p> <p>Year 9 classes will be taught in teaching group classes wherever possible.</p> <p>Year 10-13 will be in year sized bubbles and contact with other year groups will be minimised as much as possible.</p> <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</p>		SLT	Ongoing	

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		<p>are forward facing and provide for appropriate distance from the teacher.</p> <p>We will seek to minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is considered low risk.</p> <p>New Assembly pattern introduced</p> <p>Year groups will be designated outdoor areas to socialise in.</p> <p>Social distanced queues at outside waterfountains only</p> <p>Revised canteen arrangements to manage queues in dining room</p> <p>We will seek wherever possible to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 1m+ apart from each other where possible.</p> <p>Enhanced staff duty rotas</p>		<p>All staff</p> <p>SLT</p> <p>All</p>		





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		<p>opposed to cannot) comply with social distancing.</p> <p>Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</p> <p>Queuing arrangements outside practical rooms reviewed to avoid overcrowding in corridors between lessons</p>				
	<p><u>PPE</u></p> <p>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>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>			1 Sept	

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		<p>We will follow latest guidance on the wearing of face coverings; latest guidance says that except in cases of local lockdown wearing of face coverings is at discretion of HT. We will ask pupils and staff to wear facecoverings during lesson changeover and in busy communal areas eg lunch queue. Pupils who have a particular need or concern may also wear face covering in lesson. Wearing of face coverings and exemptions to this will follow national guidelines and be dealt with sensitively.</p> <p>Visors issued to staff who wish to wear one when teaching.</p> <p>Staff dress code relaxed to allow for clothes which can be easily washed. No jeans. Staff still expected however to be smart in appearance.</p> <p>Staff have access at all times to hot water and soap for hand washing.</p>				
	Reducing face-to-face contact between staff	Protocol is that face-to-face meetings between staff and between staff and		All	1 Sept	

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	and between staff and visitors	<p>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>				
	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>		SLT	1 Sept	

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		<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>				
	Reduction in use of public transport to get to and from school	<p>Pupils and staff will be encouraged to walk or cycle where possible or travel by car.</p> <p>Additional cycle parking provided in Cedar quadrangle to avoid overcrowding in cycle sheds.</p> <p>Cycle storage left open. 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>Risk assessments from Yellow Buses and More Bus and 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>	AB	1 Sept	

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		<p>A staggered period of arrival and departure will help achieve this.</p> <p>A clear message is communicated with pupils about not socialising with each other in groups outside of school</p> <p>Parents and carers will receive information making clear the arrangements for the drop-off of pupils, parents' entry into the building and other safety arrangements. This will include arrival and pick up points at both Castle Gate Close and East Way entrances.</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>				
	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	

