

School name	Bournemouth School for Girls		
Assessment carried out by (name/role)	A Brien Headteacher		
Date of assessment	10 th July 2020 Updated 3 rd September Updated 16 th November Updated 1 st March 2021	Date of next review	Ongoing- weekly review by SLT

Hazard identified	Measures in place for a safe return for all in March 2021
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Staff Pupils Parents Volunteers / governors Visitors Contractors	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 March staff meeting on what to do if they or someone in their household experiences symptoms;	Any pupil or staff member displaying symptoms in school will be sent home immediately.	All staff	1 March	

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Risk of contracting Covid-19 and risk of transmission to others		<p>Staff given instruction on what to do if a pupil show symptoms at school;</p> <p>Arrangements are in place for the isolation of pupils or staff who may develop COVID-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 10 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>	First aid room used as holding area pending collection by parents	<p>AB</p> <p>First aiders</p>		

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		<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"> •clinically extremely vulnerable – have underlying health conditions as defined in the Government guidance; •living with people who are clinically extremely vulnerable. 				
	<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 March</p>	

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	<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>		<p>Individual risk assessments conducted on an 'as required' basis in light of latest government advice</p>	<p>AB</p>		
	<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 to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</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> <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</p>	<p>Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</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>AB</p> <p>SLT</p> <p>Premises</p> <p>AB</p>	<p>1st March</p>	

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		immediately wiping down immediate work space		Premises		
	Enhanced cleaning	<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>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>Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</p> <p>6 misting units purchased and now in use in practical subject areas</p>	<p>Premises</p> <p>Premises</p> <p>Premises</p>	1 st March	

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		<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 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	

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	<p>Minimising contact and mixing between groups of staff and pupils</p>	<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 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>Year groups will be designated outdoor areas to socialise in.</p>	<p>Assemblies and large group meetings now no longer scheduled</p>	<p>SLT</p>	<p>Ongoing</p>	

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		<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 2m+ apart from each other where possible.</p> <p>Enhanced staff duty rotas</p> <p>We will continue to operate a one way system around the school.</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>	<p>Pre-order mobile app and new snack menu launched to facilitate eating outdoors and reduce reliance on use of the dining room.</p> <p>Introduction of additional pre-order collection points to reduce queues.</p> <p>Additional seating and tables now in place in hall to facilitate year group bubble dining</p>	<p>All staff</p> <p>SLT</p> <p>All</p> <p>Premises</p>		

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		<p>social distancing is maintained in open areas in the school grounds.</p> <p>There will be no sharing of text books.</p> <p>Signs placed on open book shelves in classrooms prohibiting their use.</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>When pupils have PE lessons they may come to school in PE kit on that day.</p> <p>Swimming lessons have been postponed for year 7 until further notice</p> <p>No school trips planned until further notice</p> <p>Pupils will be provided with all necessary equipment in school for the activities they are undertaking, with arrangements</p>	<p>Markings now in corridors where 2 way traffic unavoidable</p>	<p>Departmental staff</p> <p>All staff</p> <p>SLT</p> <p>Governors</p>		

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		<p>included in the planning for it to be sanitised regularly.</p> <p>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 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>2 fire evacuations completed this year</p>	<p>SLT</p>		

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			New escape routes now signposted because of building works			
	<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> <p>We will follow latest guidance on the wearing of face coverings; We will ask pupils and staff to wear facecoverings during lesson changeover and in busy communal areas eg lunch queue and also</p>	<p>Latest government guidance implemented whereby all pupils and staff recommended to wear face coverings in corridors and other busy communal areas</p>		1 Sept	

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	Mass testing programme implemented for both pupils and staff	<p>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 pupils upon return to school will have 3 LFD tests in school within first fortnight followed by twice weekly home testing. Staff will have home testing opportunity twice a week</p>	<p>and also in classrooms where maintaining appropriate social distancing not possible.</p> <p>Those exempt asked to wear daisy lanyard to denote this.</p> <p>Current testing team being supplemented by parent and ex student volunteers who have undertaken appropriate training.</p> <p>In school testing follows national requirements in all regards.</p> <p>Small scale testing centre to be maintained after in school mass testing programme completed.</p>	DSS/SLT	Ready for 8 March	

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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 evenings to be carried out online until further notice</p>	<p>Open afternoons/ parent evenings now all postponed until further notice.</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	

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	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>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>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 March	

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	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>		<p>SLT</p> <p>All</p>	ongoing	