

Bourne Community College Covid 19 Risk Assessment

Nov-21

In the event of an out break at school

Risk Description	I	P	Risk Rating	Risk control measure	Lead for Risk Control Activities
School lapses in following DFE national guidelines	5	2	10	<p>HT to ensure daily checks are made with Government updates Website information is automatically updated. Students updated via class teachers /staff updated via email and staff briefing/Parents update via InTouch and website. Any change in information to be shared with chair of Governors (where appropriate).</p> <p>As a result: The school has the most recent information from government, and this is distributed throughout the school community</p>	Head teacher
Guidelines in place but are not being followed in school	5	3	15	<p>Posters around school including reception, corridors and classrooms. Students to be reminded on the importance of using hand sanitisers during the day. Students hand sanitised prior to using the canteen (break/lunch) Covid protocols in lesson time well established. Staff to reiterate in form time</p> <p>All staff attending school should follow measures set out by SLT to minimise the risk of transmission. This includes continuing to observe good hand and respiratory hygiene and maintain social distance in line with Government guidelines. We appreciate staff may have concerns, and school leaders will discuss any concerns individuals may have around their particular circumstances Individual risk assessments have been completed when requested. Otherwise generic risk assessments have been completed.</p> <p>Latest guidance from the Government is that the wearing of face coverings should be worn in communal areas in all settings by staff, visitors and students year 7 and above, unless they are exempt.</p> <p>The wearing of a face covering is compulsory in all communal areas. Staff have been instructed to ensure that natural ventilation is available as far as practically possible. Co2 monitors have been issued to office areas. It is recognised that the majority of staff have been vaccinated against the virus, and in accordance with Government guidelines, staff absence will be taken and adhered to in line with the advice current advice available. The advice is recognised as proportionate to minimise the disruption to education and kept the school community safe.</p> <p>Additional external equipment purchased, to 'free up' un-used outside space to allow students to be kept in their year bubbles at break and lunch times. At break and lunch times students wishing to purchase food from the canteen will line up and be required to wear a face coverings unless exempt.</p> <p>All Staff and students are encouraged to carry out two lateral flow tests per week at home. All positive results MUST be notified to the school</p> <p>Coronavirus information on school website, and updated accordingly.</p> <p>Cleaning routines are carried out in accordance with WSCC guidelines and meet necessary standards Additional 'fogger' purchased to sanitise practical areas (as used in Leisure Centres), to assist in the deep cleaning process.</p> <p>Cleaning staff to ensure that all toilet/bathroom are well stocked and ventilated Ensure that cleaners resources are adequate and effective against coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-stocked. Hand sanisior dispensers are filled and operational.</p> <p>As a result: all students and staff are adhering to current advice.</p>	Head teacher
Poor Communication	5	3	15	<p>All staff/students aware of current actions and requirements and reminded frequently using school communications systems. Head Teacher to share BCC Risk Assessment with all staff BCC risk assessment and safety plan shared with parents via website</p> <p>As a result: all students and all staff working with students are adhering to current advice</p>	Head teacher
Staff who show symptoms or have a positive Covid test	5	4	20	<p>Staff follow national guidelines and school policy. If staff have any symptoms of Covid 19 (persistent new cough, high temperature or a</p>	Head teacher

				sudden loss of taste or smell) they must carry out a lateral flow test immediately, and should not attend work on the next day Staff should organise a PCR test via the NHS website and follow the instructions as per Government guidelines. Staff should only return to work if they you receive a negative test or are symptom free.	
Staff do not report Co-vid symptoms	5	4	20	Staff to follow national guidelines from PHE	Head teacher
Staff who become unwell in school	5	4	20	If symptoms develop during the day staff are required to inform their your line manager and to go home immediately.	Head teacher
Staff who are pregnant	5	3	15	Staff should follow the advice in the Coronavirus (Covid-19) advice for pregnant employees. Pregnant women are in the 'clinically vulnerable' category can attend school, where it is not possible to work from home. While in school they should follow the sector -measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.	Head teacher
Staff absence increases	4	4	16	School will use Cover Supervisors to cover staff absence. If appropriate, classes will be combined . The Head Teacher will review the situation in light of staff numbers In the event of significant staff absence, the Head Teacher may have to open the school on a rota basis or consider a partial closure. The Head Teacher will consult the Chair Governors. In the event of a school closure, this will be communicated to staff and parents via email, letter and on the school website. In the event of a school closure with staff and students at home, who are well and still able to access education, work will be set electronically online learning platforms. As a result students will continue to access education	Head teacher
Catering Staff absence no lunch available	4	4	16	Catering provider to be asked to supply temporary staff to cover absence - if not possible Kitchen to close and emergency sandwiches brought from supermarkets on day 1 Parents informed that pupils will require packed lunches from day 2 Externally sourced lunch(sandwiches) provided for those students entitled to FSM	Head teacher
Cleaning Staff absent- Cleaning no longer available	4	4	16	If necessary re-direct staff to support cleaning operatives If necessary and possible buy in external cleaning support If site can not be fully cleaned, partial closure on Health and Safety grounds.	Head teacher
Students are not displaying symptoms but have the virus Students do not report sickness Students are unwell but attend school Student absence increases	5	4	20	All staff have been informed of procedures to follow in reporting and supporting a student who is unwell and reporting symptoms. All staff understand the symptoms of Covid 19 and follow school agreed procedures Student removed to an identified room until collected. Social distancing to be maintained from all other staff and students Deep clean of areas as appropriate. If any student tests positive, Head Teacher to follow PHE advice As a result: students risk of passing virus reduced	Head teacher
Family member at another school report unwell.	5	3	15	Household advised to follow National Guidelines from PHE.	Head teacher
Vulnerable students and adults in the school	5	3	15	Risk Assessments and individual Health Care Plans updated and monitored.	Head teacher
Vulnerable pupils & adults in the school community at risk of food shortages	5	3	15	Food packages provided for vulnerable families Those entitled to FSM will be provided with food parcels/vouchers	Head teacher
Visitors on site - attendance for meetings	4	3	12	Preferred method for meetings is virtually if possible. (This to be confirmed with the meeting organiser) If a face to face professional meeting is required. Arrangements will follow agreed school Covid protocols	Meeting organiser
GCSE exams preparation disrupted	4	3	12	Remote learning policy to be followed	Exam Coordinator

GCSE exam period disrupted	5	3	15	Follow advice and guidance from the DFE and Examination boards	Exam Coordinator
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