

<b>School name</b>	<b>Norbury Manor Business and Enterprise College for girls</b>		
<b>Assessment carried out by (name/role)</b>	Markieu Hayden(Headteacher)		
<b>Date of assessment</b>	September 2020	<b>Date of next review</b>	December 2020 or required

<b>Hazard identified</b>	<b>The spread of Covid-19 coronavirus</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>
<ul style="list-style-type: none"> <li>● Staff</li> <li>● students</li> <li>● Parents</li> <li>● Volunteers / governors</li> <li>● Visitors</li> <li>● Contractors</li> </ul>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> <li>● We have adopted the Croydon LA guidance on managing risks which outlines what to do if parents/ carers/ students or staff or someone in their household experiences symptoms;</li> <li>● Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>● Staff given instruction on what to do if a pupil show symptoms at school;</li> </ul>	<p>School using Croydon LA/Public Health England advisory checklist and flowchart of action in the event of suspected or confirmed case, this will be updated if advice and guidance changes</p> <ul style="list-style-type: none"> <li>● Ensure that we follow up where test is undertaken</li> <li>● Deep cleaning of rooms if infection is located</li> <li>● Inform local authority and Croydon public health- following the agreed protocols (appendix a)</li> </ul>

<p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>		<ul style="list-style-type: none"> <li>● Any staff / students displaying symptoms of coronavirus in school to be sent home;</li> <li>● Parents/students and other potential visitors informed that they must not enter the school if they are displaying any symptoms;</li> <li>● Staff required to get tested if they display any symptoms</li> <li>● Students will be encouraged to get tested if they display symptoms of coronavirus;</li> <li>● If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days.</li> <li>● Medical room relocated to the front of the school, so two rooms side by side to make the monitoring of students more efficient. The isolation room will be used if any student becomes unwell during the day. It has outside ventilation with an outside door to limit the contact through the school building. All first aiders have access to full PPE is available</li> <li>● Anyone (staff and students) who is self-isolating can and should be tested, once the test is negative they can return to school providing they do not have any symptoms</li> <li>● School asks that anyone self-isolating or waiting for a test result keeps us as up-to-date as possible to ensure we can put track and trace measures in place;</li> <li>● Keeping school informed will enable us to reassure anybody that is concerned or anxious and we will ask</li> </ul>	
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		<p>for evidence to ensure we can keep the school as safe as possible and minimise the impact on others.</p> <ul style="list-style-type: none"> <li>• The school is now set up to conduct covid testing for small numbers of students &amp; staff on a regular basis. additional risk assessments and training has been completed by all volunteers involved in the testing.</li> </ul>	
	<p><u>Clinically vulnerable children and adults:</u> Parents are expected to follow medical advice if their child is in this category. School will support 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>	<ul style="list-style-type: none"> <li>• Individual risk assessments conducted on an ‘as required’ basis, dependent on clinical and/or public health advice for students who are most vulnerable or living with a family member classed as such.</li> <li>• Reasonable adjustments for disabled workers to be assessed on an ‘as required’ basis.</li> <li>• PPE is available and social distancing practised. Perspex screens and additional working spaces made available to vulnerable staff who cannot work from home.</li> <li>• Change of room organisation has occurred &amp; all classrooms are forward facing.</li> <li>• Staff and parents given advice on who is not expected to attend school;</li> <li>• Briefings for staff on expectations with regard to hygiene measures at school (for staff and students on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>• Individual risk assessments conducted on an ‘as required’ basis on any staff with risk factors;</li> <li>• meetings with SENCO and first aider to keep up to date on advice for students with ongoing conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Remind parents to advise the school of all medical conditions students have and update records</li> <li>• Put in place any ‘reasonable adjustments’ that are applicable for individual students so they can attend school.</li> <li>• Line managers will contact staff if working remotely by telephone or video conference at least weekly, to include a wellbeing check</li> </ul>

		<ul style="list-style-type: none"> <li>● school has transitioned to google classrooms to support home learning for any students who have to remain at home</li> </ul>	
	<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 hand washing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> <li>● Briefings for staff on expectations with regard to hygiene measures at school (for staff and students on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>● Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;</li> <li>● Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</li> <li>● Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>● Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> <li>● Significant signage around the school to remind staff and students of good hygiene.</li> </ul>	<p>Monitor advice on the use of face coverings, this has changed significantly since the initial DfE guidance was issued and we expect further updates on this in August. Students and staff will be required to wear face coverings in communal areas and on transition around the school in corridors. We will ensure that they are safely used and stored (for staff and students with underlying health conditions this is part of medical advice for them).</p>
	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> <li>● Enhanced cleaning protocols are in place. These include:</li> <li>● Two additional day cleaners employed to clean toilets and areas of regular use during the day <ul style="list-style-type: none"> <li>○ Use of "fogging machines" twice weekly across the entire school to deliver thorough deep cleaning that lasts a week</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"><li>○ Thorough cleaning of classrooms and communal areas at the end of the day;</li><li>○ Cleaning of frequently touched surfaces often including desks and chairs wiped between bubbles by teachers:</li><li>○ Bins for tissues emptied regularly during the day;</li><li>○ Cleaning of play / outdoor equipment between bubbles;</li><li>○ Cleaning of other equipment for practical lessons between bubbles;</li><li>○ Lunch tables cleaned between bubbles;</li><li>○ Removal of unnecessary items from learning environments;</li><li>○ Removal of soft furnishings, soft toys and toys that are hard to clean.</li><li>○ changing rooms will not be used as unable to fully clean between bubbles, students to wear PE kit in to school on days they have PE:</li><li>● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed corona virus has spent time;</li><li>● Regular checks on cleaning and on cleaning sheets are carried out by identified people on site each day.</li></ul>	
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	Maximising ventilation	<ul style="list-style-type: none"> <li>● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> </ul>	
	Minimising contact and mixing between groups of staff and students	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> <li>● Bubbles in year 7 and 8 of a form group (max 30). In year 9 half year group bubble (max 120) year 10 and 11 in year group bubbles and 6th form in one bubble. This is in line with DfE guidance and ensure that students get specialist teachers and teaching rooms in KS4;</li> <li>● One-way circulation in corridors where possible and if not “keep left” protocols established supported by signage including lines on the floor;</li> <li>● Accessing rooms directly from outside where possible;</li> <li>● Staggered start/finish/break/lunch times and end of the school day;</li> <li>● Agreement with the LA that the gate onto the park will be used during the start and end of the day for students to allow a second entrance/exit;</li> <li>● Staggered use of staff rooms / office space;</li> </ul>	

		<ul style="list-style-type: none"> <li>● Allocated toilets for each year group;</li> <li>● Rearrangement of classrooms with sitting positions for students facing forward</li> <li>● Allocated playground space for each year group</li> <li>● Limited use of shared resources and prevention of sharing stationery and other equipment where possible;</li> <li>● Conducting regular classroom activities outdoors when possible;</li> <li>● Changing rooms not being used, students will be coming in to school in their PE kit on the days they have PE;</li> <li>● Reduction of unnecessary travel where possible, through increased use of double lessons;</li> <li>● Provision of additional support to students as necessary to follow these measures, first week back will allow for induction for all students over 2 days into new processes and protocols;</li> <li>● Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules, students to be taken through these on their induction days - lining up arrangements have been changed to allow for distancing between bubbles</li> </ul>	
	<p><u>PPE</u> Normal supply of (non-corona virus related) PPE will be maintained.</p>	<ul style="list-style-type: none"> <li>● A supply of face masks, gloves, aprons and Visors (eye protection) will be maintained for use as necessary in personal care situations where</li> </ul>	<p>In communal areas the use of face coverings in school is recommended in light of changing advice and guidance.</p>

	<p>In line with government guidance, face coverings are <b>now</b> required at school.</p>	<p>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> <ul style="list-style-type: none"> <li>● Full PPE is worn for all volunteers taking part in the Rapid Covid testing in schools</li> <li>● Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to take place.</li> <li>● students have been instructed to wear face coverings in all communal areas where distancing may be an issue. AS of January 2021 our recommendation is that students &amp; staff may wear face coverings in classrooms should they wish to.</li> </ul>	<p>Site staff will be given copies of Covid visitor records for out of hour's usage.</p>
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> <li>● 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;</li> <li>● Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical, the school meeting room will allow for social distancing for groups up to 4 people;</li> <li>● Only essential visitors are allowed on site (these should be discussed if possible in advance with the Headteacher but this may not always be possible in the event of a safeguarding or social</li> </ul>	



		<p>care concern); where possible Covid visitors record to be completed in advance.</p> <ul style="list-style-type: none"> <li>● Teaching staff will be on staggered lunch and break arrangements</li> <li>● Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>● Contractor visits are scheduled outside school hours where possible. All visitors &amp; contractors are to complete the Covid visitor records on entry</li> <li>● as of January 2021 all visitors are restricted unless an emergency. This means EP, Music lessons, Speech and language visits all must be conducted virtually.</li> </ul>	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> <li>● Reduced occupancy of office space by rotation of staff if possible and home working;</li> <li>● IT workstations in use simultaneously are distanced at least 2 metres apart or have suitable screening in between;</li> <li>● Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed;</li> <li>● Staff Rooms only to be used for getting refreshments and staff are requested to eat in classrooms or office spaces if social distancing can be maintained.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Office doors are closed, staff and students are to knock and wait for permission to enter. (Some offices will not allow students to enter.</li> <li>● Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>● Parents requested to only come in to school if absolutely necessary:</li> <li>● Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</li> <li>● Reception staff instructed on how to deal with deliveries safely.</li> </ul>	
	<p>Reduction in use of public transport to get to and from school</p>	<ul style="list-style-type: none"> <li>● Parents / students encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely;</li> <li>● Students allowed to wear trainers in school to support walking etc to and from school</li> <li>● Staff asked to avoid public transport where possible, otherwise told to wear a non-surgical face mask and wash hands thoroughly on arrival.</li> <li>● Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour, timings of the school day changed for a later start.</li> <li>● During the lock down we revert to our remote learning timetable which requires staff to teach</li> </ul>	

		<p>from home and support staff supervising students on a rota system within school.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
	Monitoring	<ul style="list-style-type: none"> <li>• Management checks to be undertaken each day on the control measures in place and reported back to the Headteacher</li> <li>• Staff encouraged reporting any breaches of health and safety protocol they have witnessed.</li> </ul>	

Hazard identified	Stress and anxiety relating to coronavirus workload
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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?
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers / governors</li> </ul>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>• Revised timetabling to build in identified breaks during the day for those staff working on site;</li> <li>• Those working remotely encouraged to ensure that they take breaks from work during the day;</li> </ul>	Duty rota to ensure staff get breaks

<ul style="list-style-type: none"> <li>Home working staff</li> </ul> <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>		<ul style="list-style-type: none"> <li>Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>Line managers contact those staff working remotely by telephone or video conference at least weekly to include a wellbeing check;</li> <li>Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have.</li> <li>daily communication meetings have been established during the lockdown period, half hour sessions on different days cover: Pastoral, Curriculum areas, briefings and CPD</li> </ul>	follow up with staff with risk assessments within first half term or sooner if concerns raised
	Weekly communication with all staff	<ul style="list-style-type: none"> <li>Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues</li> <li>staff briefings will continue but will take place in the large hall to allow for distancing</li> </ul>	
	Provision of Employee Assistance Programme / Signposting support/ Workload survey	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff regularly;</li> <li>school buys in to range of online and telephone support lines for staff</li> </ul>	support newly appointed SLT with responsibility for staff wellbeing - they have already completed training

		<ul style="list-style-type: none"> <li>● Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> <li>● Staff trained in wellbeing signposting supporting staff</li> <li>● Workload survey will be completed during term 1</li> <li>● Well being survey will be repeated during term 1</li> </ul>	
	<p>Rotation of staff required on site where possible</p>	<ul style="list-style-type: none"> <li>● Staff to work from home remotely when not required to be on site if they have any concerns or medical conditions and this is practical.</li> <li>● Staff required to work on site will, where practical, be rotated with home workers periodically, within agreed cohorts.</li> <li>● staff are instructed to seek permission before coming to school if they are not on a rota.</li> <li>● staff must sign in using the schools inventory system so we can monitor the number of staff onsite</li> </ul>	