

Company name: **Headlands School** Assessment carried out by: **Sarah Bone**

Date assessment was carried out: **21 May 2021**

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your staff and students from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Likelihood

Rating 1 = Very unlikely
Rating 2 = Unlikely
Rating 3 = Likely
Rating 4 = Very likely
Rating 5 = Almost certain

Severity

Rating 1 = No injury/impact
Rating 2 = Minor injury/impact
Rating 3 = "3 Day" injury/impact
Rating 4 = Major injury/impact
Rating 5 = Fatality, disabling injury, etc.

Risk		Severity				
		1	2	3	4	5
Likelihood	x					
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
5	5	10	15	20	25	

 Manageable risk

 Requires Review

 Unacceptable risk

When completing your assessment make sure you talk to your staff and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep staff and students safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

Text in **green** highlights changes made 11.9.2020

Text in **blue** highlights changes made 7.10.2020

Text in **purple** highlights changes 3.11.2020

Text in **red** highlights changes 4.1.2021

Text in **orange** highlights changes 25.2.2021

Text in **brown** highlights changes 11.5.2021

Text in **grey** highlights changes 25.5.2021

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p> <p>3 x 3 = 9</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Drivers coming to your business</p> <p>Drivers going out for your business</p> <p>Visitors</p>	<ol style="list-style-type: none"> 1. Follow our guidance on cleaning, hygiene and hand sanitiser 2. Provide water, soap and drying facilities at wash stations 3. Provide information on how to wash hands properly and display posters 4. Based on the number of staff and the number of people who come into your workplace decide: <ol style="list-style-type: none"> a. how many wash stations are needed b. where wash stations need to be located You may already have enough facilities 5. Provide hand sanitiser for the occasions when people can't wash their hands 6. There's a legal duty to provide welfare facilities and washing facilities for visiting drivers 	<ol style="list-style-type: none"> 1. Put in place monitoring and supervision to make sure people are following controls 2. Put signs up to remind people to wash their hands 3. Provide information to your Staff about when and where they need to wash their hands 4. Identify if and where additional hand washing facilities may be needed 5. If people can't wash hands, provide information about how and when to use hand sanitiser 6. Identify how you are going to replenish hand washing/sanitising facilities 7. Make sure people are checking their skin for dryness and cracking and tell them to 	<p>AED Staffing Rota</p> <p>14-40 Hand Sanitiser & Wash Stations</p> <p>TMC</p> <p>TMC</p> <p>SBO Tutor Presentation</p> <p>14-40 Cleaning Routines</p> <p>SBO Tutor Presentation</p>	<p>10 July 2020</p> <p>24 August 2020</p> <p>24 August 2020</p> <p>24 August 2020</p> <p>8 Sept 2020</p> <p>24 August 2020</p> <p>8 Sept 2020</p>

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
			<p>report to Year Leaders if there is a problem. Where students have skin problems suggest students bring in / use their own products and retain in school bag</p>		
<p>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, staff rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p> <p>3 x 3 = 9</p>	<p>Staff Students Visitors Contractors Drivers coming to your business</p>	<p>Follow our guidance on welfare facilities, canteens etc.:</p> <p>Identify:</p> <ul style="list-style-type: none"> ➤ areas where people will congregate, e.g. staff rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc. ➤ areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, classrooms, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc. ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, classrooms with no opening windows or mechanical ventilation 	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, the wearing of face coverings in communal areas/classrooms as per Govt. guidance dated 24 February 2021. (Individual conversations with students/parents where this may not be possible). Students will be able to wear them by choice in classrooms. Students will be required to wear in all other communal areas including corridors, toilets, changing rooms and canteens.</p> <p>- Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should and report to either 14-40 or Senior Leadership Team</p>	<p>AED Staffing Rota</p> <p>SBO Tutor Presentation</p> <p>SBO Staff CPD</p> <p>SBO Headlands Headlines</p>	<p>10 July 2020</p> <p>8 Sept 2020</p> <p>14.5.2021</p>

			<ul style="list-style-type: none">- All staff advised to keep windows open where possible, maintain 2 metre social distancing and wear either a face covering or visor <u>at all times</u> when inside the building- 3-day time cleaners appointed to continuously clean "contact spots" and bins throughout school- Canteen furniture removed (Tower Block) or marked to ensure students do not face one another at lunchtime. Action carried out by 14-40.- One-way system introduced & marked and students walked through as part of their Tutor Induction- Extra-curricular clubs outside of school hours paused until further notice- 6th Form Students to wear face coverings or visors at all times 6th Form students to wear them by choice in classrooms but will be required to wear them in all communal areas including their Common Room, toilets and corridors.		

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms ➤ reorganize facilities in communal areas such as spacing out tables in meeting rooms, canteens etc. so social distancing rules can be met ➤ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact ➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation 	<p>Staggering breaks & placing maximum occupancy numbers on all rooms</p> <p>All “spare” furniture” to be removed from communal areas</p> <p>All shared offices Perspex screens to be installed. Canteen tills Perspex installed.</p> <p>Agree with Governors for Autumn Term all meetings to be online—no onsite visitors to site permitted</p> <p>One-way system in corridors implemented</p> <p>Door pull-backs to be installed & order doors installed that can remain back</p>	<p>TMC</p> <p>TMC</p> <p>TMC</p> <p>SBO</p> <p>TMC</p> <p>14-40</p>	<p>24 August 2020</p> <p>As above</p> <p>As above</p> <p>9 July 2020</p> <p>24 August 2020</p> <p>24 August 2020</p>

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> ➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➤ put signs up to remind people to wash and sanitise hands and not touch their faces ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 	<p>14-40 to ensure peri-cleaners cleaning after breaks / lunchtimes</p> <p>14-40 to install hand sanitizer throughout side and in every classroom and canteen</p> <p>TMC to put up signs</p> <p>14-40 to ensure peri-cleaners cleaning all areas</p>	<p>14-40</p> <p>14-40</p> <p>TMC</p> <p>14-40</p>	<p>24 August 2020</p> <p>24 August 2020</p> <p>24 August 2020</p> <p>24 August 2020</p>
Getting or spreading coronavirus through staff living together and/or travelling to work together	Staff	<ul style="list-style-type: none"> – Identify groups of Staff who live together and group them into a work cohort – Identify groups of Staff who travel to work together and group them into a work cohort 	Discuss with Staff who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus i.e. wearing of face coverings in shared transport, open windows	TRO	Done

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3 x 3 = 9					
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p> <p>3 x 3 = 9</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers coming to your business</p> <p>Drivers going out for your business</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <ul style="list-style-type: none"> - Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment etc. and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented - Provide information telling people who needs to clean and when - Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Identify how you are going to replenish cleaning products 	<p>AED Staffing rota</p> <p>14-40 to produce cleaning routines</p> <p>TMC to organize virtual PPE training with Learning Tutors and First Aid Team</p>	<p>10 July 2020</p> <p>24 August 2020</p> <p>7 September 2020</p>

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		<p>that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p> <ul style="list-style-type: none"> - Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens, staff rooms, welfare facilities, and specify the frequency and level of cleaning and who will do it - Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc.) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc. - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often 		<p>14-40 to install door stops</p> <p>14-40 cleaning routines</p> <p>14-40 to establish</p> <p>14-40 cleaning routines</p> <p>14-40 to provide and empty</p>	<p>24 August 2020</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>

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		<ul style="list-style-type: none"> - Put in place arrangements to clean if someone develops symptoms of coronavirus in work 	<p>Staff training on arrangements</p>	<p>TMC virtual training</p>	<p>7 September 2020</p>
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus 3 x 2 = 6</p>	<p>Staff Students</p>	<p>Follow our guidance on stress and mental health</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with Staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve Staff in completing risk assessments so they can help identify potential problems and identify solutions - Keep Staff updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with staff about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Risk Assessments for individual staff and / students when individual concerns arise - Communication to ensure all parents / carers are aware of the Govt/s classification for vulnerable students includes mental health - Students required to SI will be identified via seating plans within a 2 metre radius where possible to do so (not possible in practical subjects like PE, PA, Technology). 	<p>SBO to continue to have open and transparent communication with all stakeholders: staff, students, parents, Governors, Unions</p>	<p>Ongoing</p> <p>4 January 2021</p>
<p>Contracting or spreading the</p>	<p>Staff</p>	<p>Follow our guidance on social distancing.</p>	<p>- Put in place arrangements to monitor and supervise to make</p>		

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<p>virus by not social distancing</p> <p>3 x 3 = 9</p>	<p>Students</p> <p>Contractors</p> <p>Delivery drivers to/from your workplace</p> <p>Visitors</p>	<p>- Identify places where, under normal circumstances, Staff would not be able to maintain social distancing rules</p> <p>- Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ one-way systems ➤ holding meetings virtually rather than face-to-face ➤ staggering start/end times ➤ limiting the number of people on site at one time ➤ having allocated time slots for Students ➤ rearrange work areas and tasks to allow people to meet social distancing rules ➤ using empty spaces in the building for additional rest break areas where safe to do so ➤ implementing 'drop zones' for passing materials between people ➤ providing more parking areas or controlling parking spaces ➤ providing facilities to help people walk or cycle to work, e.g. bike racks 	<p>sure social distancing rules are followed i.e. students 2 metre's away from staff</p> <p>- Provide information, instruction and training to people to understand what they need to do</p> <p>- Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p> <p>- Ventilation in the Tower area and Main Office corridor is a blower system (i.e. the air is re-circulated). 14-40 to not turn the blower on and just restrict to heat mechanism</p> <p>- Parents / carers to be asked if they would like students to undertake mass self-testing for CV-19</p>	<p>14-40 to organize classrooms</p> <p>SBO Staff & Tutor Powerpoint</p> <p>AST & GRO Staff CPD</p> <p>TMC to display signs</p> <p>14-40 heater adjustment</p>	<p>7 July 2020</p> <p>7 September 2020</p> <p>24 August 2020</p> <p>24 August 2020</p> <p>5 January 2021</p>

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		<ul style="list-style-type: none"> ➤ minimising contact at security offices for drivers <p>- Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:</p> <ul style="list-style-type: none"> ➤ physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety ➤ place markers on the floor (e.g. in lifts) to indicate where people should stand and the direction they should face ➤ reducing the numbers of people using lifts <p>- If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"> ➤ enhanced cleaning regimes ➤ increase in hand washing ➤ limiting the amount of time people spend on the task 			

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> ➤ placing students back-to-back or side-by-side rather than face-to-face when working ➤ 'cohorting' work teams so they consistently work together ➤ improving ventilation <p>- Display signs to remind people to socially distance</p> <p>(Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)</p>			
<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p> <p>2 x 2 = 4</p>	<p>Staff</p>	<p>Follow our guidance on display screen equipment in our Protect homeStaff page</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <p>- For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeStaff page</p>	<p>TMC</p>	<p>7 September 2020</p>

What are the hazards & likelihood & severity score?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home 			
<p>Poor workplace ventilation leading to risks of coronavirus spreading 3 x 3 = 9</p>	<p>Staff Students Contractors</p>	<p>Follow our guidance on heating ventilation and air conditioning (HVAC)</p> <ul style="list-style-type: none"> - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc. - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 	<ul style="list-style-type: none"> - maintain air circulation systems in line with manufacturers' recommendations - 14-40 to provide alternative heating solution in the Tower / Main corridor areas. Done – blowers turned off and only heating element on. - 14-40 to ensure air con units are not switched on as no "fresh air" switch is available - Headlands School purchased desk fans for office spaces - Thermometers in every classroom. Where temp drops below 18 degrees C staff & students to wear outdoor clothing. Temps to be monitored closely by 14-40. 	<p>14-40</p> <p>14-40</p> <p>14-40</p> <p>TMC</p> <p>14-40</p>	<p>Ongoing</p> <p>24 August 2020</p> <p>As above</p> <p>Done</p> <p>Ongoing</p>

<p>Increased risk of infection and complications for vulnerable Staff</p> <p>3 x 3 = 9</p>	<p>Staff</p>	<p>- Identify who in your work force fall into one of the following categories:</p> <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus 	<p>- Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p>	<p>TMC</p>	<p>Done & Ongoing</p>
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		<ul style="list-style-type: none"> - Discuss with employees what their personal risks are and identify what you need to do in each case - Identify how and where someone in one of these categories will work in line with current government guidance - If they are coming into work identify how you will protect them through social distancing and hygiene procedures 			
<p>Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)</p> <p>2 x 2 = 4</p>	<p>Staff</p>	<p>Follow our guidance on PPE during the outbreak</p> <p>There are a very limited number of settings where PPE is needed for protection from coronavirus, e.g. healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus</p> <ul style="list-style-type: none"> - Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. 	<ul style="list-style-type: none"> - Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out 	<p>TMC</p>	<p>24 August 2020</p>

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		<ul style="list-style-type: none"> - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks - Where required, ensure that those using RPE are face-fit tested. - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace 			

Further information

HSE's [latest advice on coronavirus](#)

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