

Northolt High School Updated Covid-19 Risk Assessment January 2021

The purpose of this document is to enable us to clearly set out which actions we have taken as part of our Covid-19 risk assessment process. We have consulted with all members of staff and parents as part of this risk assessment process and our Governors have also been consulted and have inspected our compliance to the actions detailed within this document. This risk assessment has also been shared with union representatives.

Since the start of the academic year, the continuing efforts of leaders, teachers and staff across education and childcare have ensured that settings remain as safe and COVID-secure as possible.

Most people who become infected with SARS CoV2 (the virus causing coronavirus disease, COVID-19) will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

Being in school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

The recent emergence of a new variant of SARS CoV2 with greater transmissibility is thought to have driven a recent increase in infection rates. On 4th January 2021, the Prime Minister announced a nationwide lockdown in order to control spread of the virus and protect the NHS. Schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until at least February half term. Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get tested and follow guidance on household isolation, and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for people of contacts with confirmed coronavirus;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- During the national lockdown period, keeping 'bubble sizes' small to limit close contacts;



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- After the national lockdown period, keeping year group bubbles consistent and minimising contact between students in different year groups to limit close contacts;
- Washing hands frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- Cleaning and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Following government advice and guidance on actions to reduce transmission.

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

The government has also rolled out a programme of asymptomatic testing in schools, starting with secondary schools, from January 2021, which provides us with an additional control measure.

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| School: Northolt High School | School address: Eastcote Lane, Northolt, UB5 4HP |
| Assessment date: 25th January 2021 | What/who is being assessed? Biological hazard- Covid-19 within educational settings |
| Name of assessor: Marion Budd | Responsible person for actions: Marion Budd |

How is this risk assessment organised?

The risk assessment which follows is organised under the following headings.

| Task / Activity Area | Hazard | Who might be harmed and how? | What are our existing controls? | Recommended Control Measures | Action by who/when? | Likelihood of occurrence after recommended controls added (L) | Impact (I) | Overall Risk (L X I) + I |
|---|---|---|--|--|---|--|--|---|
| <i>Here we explain the particular focus for the set of actions described.</i> | <i>This is consistent throughout - the biological hazard of Covid-19.</i> | <i>Here we specify those who are potentially at risk.</i> | <i>Here we have described what we have done. This includes the actions we have taken since March 2020 including those taken for the wider reopening of our school to students during the summer term of 2020. In addition we have included the additional actions we have taken to control risk in order to be able to fully open to all students in September 2020.</i> | <i>Here we have detailed actions we have planned but which have not yet been completed. On completion these actions are transferred to the 'existing controls' column.</i> | <i>Where action is planned and has not been completed, this column details who is responsible and the deadlines we have put in place.</i> | 1- Very Unlikely 2- Unlikely 3- Possible 4- Likely 5- Very Likely <i>Likelihood = Probability of occurrence based on specific activity being assessed</i> | 1- Negligible 2- Minor 3- Moderate 4- Major 5- Extreme <i>Impact = Estimate of harm based on specific activity being assessed</i> | <10 = Low 10-19 = Medium 20-30 = High |



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|----------------------|------------------------------|--|---|------------------------------|-----------------------|---|--------|--------------|
| Entering the school | Biological hazard - Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death | <p>Once all students return to school, Year Groups will enter the grounds via different gates to reduce contact between them as follows:</p> <ul style="list-style-type: none"> • Year 7 - gate A • Year 8 - gate B • Year 9 - gate E • Year 10 - student pedestrian gate • Year 11 - gate C • Year 12 & 13 - gate E <p>During the national lockdown period, because of the reduced numbers of students on site, all students enter through gate B. Office staff control this so that students remain socially distanced and are supervised sanitising their hands after they have signed into school.</p> <p>Parents are asked to not accompany students to the school gates or onto the school site in order to reduce congestion in these areas. Designated drop off areas close to the school site have been suggested as alternative drop off points for parents who are accompanying students to school.</p> <p>Signage is displayed at each gate asking those who have coronavirus symptoms, or who have someone in their household who has to not enter the school site.</p> <p>We have a clear notice on display at reception stating that those with symptoms must leave the site: see here. This is displayed translated into the major languages spoken by the school community in the school reception area for visitors.</p> <p>On entry to school, students, staff and visitors use alcohol hand sanitiser to clean their hands.</p> | | | 2 | 3 | 9 (low) |



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| <p>Entering the school <i>continued</i></p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>The door at the entrance to Gate B is propped open to increase airflow into the reception area.</p> <p>During the national lockdown period, the entrance doors to the site are propped open at student arrival and dismissal times. This increases the airflow in the reception area at this relatively busy time.</p> <p>2 metre markings have been put in place on pavements outside all gates being used by students to aid social distancing as students come into the school.</p> <p>Soft furnishings and books have been removed from the reception area so that it can be easily cleaned.</p> <p>Once all students return to school, we will reintroduce tables at each entrance gate with supplies of hand sanitiser for students to use on arrival each day.</p> <p>Face visors have been issued to duty staff as an additional protection, which they can wear along with their face coverings.</p> <p>We are restricting the numbers of visitors allowed on the school site to strictly essential visitors only. Visitors who work directly with children (e.g. social workers, SEND staff) continue to be able to come to the site but have to follow our risk assessment procedures fully. All visitors to school are only by appointment. Unless essential, appointments are made outside of school hours, so that students and some staff are not onsite when visitors are in the building.</p> | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| Entering the school <i>continued</i> | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death | <p>Our new online visitor management system enables us to keep a real time and historical record of all staff, students and visitors on the school site. It also enables us to strengthen our visitor management and we are putting the following procedures in place:</p> <ul style="list-style-type: none"> • Staff are being encouraged to alert the office to all visitors so these are booked in advance. • Booked visitors are emailed our <u>visitor risk assessment</u> in advance of their visit and asked to read it. • On signing in to InVentry, we will add a custom question asking visitors to confirm that they have read the risk assessment. • On signing in to InVentry, we will ask visitors to complete a health declaration relating to Covid-19. • We will identify a 'maximum capacity' for people on site including visitors and will programme this into InVentry. Once this has been established, an alert will be sent should visitors exceed this limit. Senior Leaders will then need to risk assess (e.g. potential emergency situation) to enable increased numbers of visitors on site but office staff will not admit any additional visitors until this has been completed. | <p>Rina Gajparia and Jessica Pawsey will implement these systems.</p> <p>All staff will be alerted to these systems via the weekly Staff Bulletin.</p> <p>Once school reopens more widely, these systems will be included in the training material for all staff.</p> | <p>Rina Gajparia and Jessica Pawsey by 5th February 2021</p> <p>Rina Gajparia and Jessica Pawsey by 5th February 2021</p> <p>Claire Pott - tbc once return to school date announced</p> | 2 | 3 | 9 (low) |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>We follow all Government guidance including:</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19) contingency framework for education and childcare settings • Schools and childcare settings: return in January 2021 • Restricting attendance during the national lockdown: schools <p>Prevention</p> <p>In addition to the actions in the section above taken to warn people not to enter the school site if they or a member of their household has Covid-19 symptoms, we intend to ensure that our reopening processes involve robust re-training for all students and staff on how to prevent Covid-19 spreading.</p> <p>Our key control measures are shown below.</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>We have robust procedures to be followed in the event of someone falling unwell with Covid-19 symptoms during the school day, details of which can be found later in this document.</p> | | | | | |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>2) Where recommended, the use of face coverings in schools. Following Government guidance issued on 26/08/20 we asked staff and students to wear face coverings when they move between classrooms to reduce the risk of transmission. We have taught safe methods of removing and placing masks including hand sanitisation to everyone in our community.</p> <p>We have provided face coverings for all staff and also have spare supplies of disposable and washable face coverings for students who need them.</p> <p>With the more infectious variant of Covid-19 being easier to transmit, we have strengthened our guidance around face coverings and are now encouraging teachers and students to wear these during lessons.</p> <p>3) Clean hands more thoroughly more often than usual</p> <p>We have installed wall mounted hand sanitiser dispensers on corridors throughout the school. In addition during periods where all students are on site, we have tables with hand sanitiser at each gate for students to use when they come into school.</p> <p>We have issued all members of staff with personal hand sanitisers, with a refill hand sanitiser 5litre dispenser in each staff room.</p> <p>We are also making sure that there is a bottle of hand sanitiser on every teacher's desk in the school to promote good hand hygiene.</p> | <p>Once school reopens more widely, these systems will be included in the training material for all staff.</p> | <p>Claire Pott - tbc once return to school date announced</p> | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>3) Clean hands more thoroughly more often than usual</p> <p>During the national lockdown, we are providing additional hand sanitisers for students who are working on site. This is because they are not moving around the site as normal and therefore have fewer prompts to sanitise their hands. Staff who are supervising onsite have been trained to prompt students to sanitise their hands regularly.</p> <p>Our training for staff and students highlights the importance of regular hand sanitising. Our <u>minimum expectation</u> is that students and staff must sanitise their hands:</p> <ul style="list-style-type: none"> ● On arrival to school; ● Whenever they move to a different classroom; ● Before eating; ● After eating; ● At the end of the lunch break; ● Prior to leaving school at the end of the day. <p>Frequent hand cleaning and good respiratory hygiene practices are promoted through signage at entrances and throughout the building. <u>New signs have been</u> displayed to make sure that students' attention is drawn to these.</p> <p>As staff will be moving around the premises more widely we have provided them with 'Hygiene Hooks' (example <u>here</u>) to minimise contact with surfaces and keep hands clean.</p> <p>4) "Catch it, bin it, kill it"</p> <p>Posters encouraging students to follow this guidance have been placed throughout the school.</p> | <p>As part of the wider reopening of the school, we will emphasise the importance of cleaning hands in our training for staff and students. This important safety measure must be rigorously observed.</p> | <p>Claire Pott - tbc once return to school date announced</p> | | | |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>4) "Catch it, bin it, kill it" continued Tissues have been placed in each room of the school and a stock control system has been established to ensure that supplies are maintained. We are also encouraging staff and students to come to school with tissues so that these are readily available. We have included this requirement in information sent to parents in August 2020.</p> <p>A pedal operated lidded bin has also been placed in each room for safe disposal of tissues.</p> <p>We trained staff and students on these procedures as part of our September induction training. Visitors are also informed of this as part of our visitor induction.</p> <p>5) Enhanced cleaning measures All of our cleaning team have completed Covid-19 training. We have employed an additional member of staff to give us day time cleaning capacity.</p> <p>We have a clear cleaning schedule which ensures that frequently used areas are more commonly cleaned, for example, toilets, door handles and panels.</p> <p>We have purchased three 'fogging machines' which are used to disinfect large areas and have trained our cleaning, school midday meal supervisor and facilities teams in how to use these.</p> | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>5) Enhanced cleaning measures continued We have implemented a rubbish disposal system to ensure that rubbish is safely disposed of after a 72 hour period to avoid Covid-19 contamination.</p> <p>We have established a stock control system so that we can be confident that we will always have sufficient cleaning supplies. We have provided disinfectant spray and disposable cloth for all rooms to easily facilitate cleaning of surfaces by members of our community using those spaces. We have trained staff to use these resources regularly including in the cleaning of classroom based resources which may need to be shared.</p> <p>We have trained staff so that any shared resources and equipment must be cleaned frequently and meticulously or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>6) Minimising contact between individuals and maintaining social distancing whenever possible We have informed students and parents that they must bring key equipment (pens, pencils, glue sticks etc) with them to school each day as they will not be able to borrow or share equipment with others. Parents have been informed about this through our Arrangements for reopening Parents' Booklet.</p> <p>Furniture in staff rooms has been removed so that 2 metre distance is clear for staff to see. Staff will be asked to sanitise the area of the staff room that they use before and after use using disinfectant spray available in the staff room.</p> | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>6) Minimising contact between individuals and maintaining social distancing whenever possible continued</p> <p>When the school is fully reopened to all students, year groups have 'zoned' year groups in different areas of the school so that there are classroom spaces only used by students in that year group. Students will have all classroom based lessons in these areas, with as many as possible of these in the same room. Areas being used are as follows:</p> <ul style="list-style-type: none"> ● Year 7: English corridor ● Year 8: Rooms 63, 64, 65, 39, 16, 17 ● Year 9: Humanities corridor ● Year 10: Maths corridor ● Year 11: Old Design and Technology corridor ● Sixth Form: Room 115, 49, sixth form common room, Future Stars rooms being used (known once timetable is devised). <p>Teachers move between these year group 'zones' to deliver all classroom based lessons. Seating plans will be shared between groups to minimise movement within rooms.</p> <p>During the national lockdown there are vastly reduced numbers of students on the school site. Each year group has been allocated one room. Students are sitting with at least 1m gap between each other. They are working individually on computers, following the lessons that their teachers are posting online. This limits the interaction necessary between them in the classroom.</p> <p>Given that teachers are sharing spaces and that we also need to keep surfaces clear for easy cleaning, we have developed a 'Classroom Standard' outlining our expectations of what rooms must look like by the end of each lesson. We will have trained students and staff in these expectations.</p> | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>6.) Minimising contact between individuals and maintaining social distancing whenever possible continued</p> <p>When the school is fully open, the staggered lunch time for year groups means that the only time there is contact between students will be in corridors where students are moving to lessons in practical subjects and in outside areas of the school where students pass each other on the way to do their 'Daily Mile'. During the national lockdown period, lunchtime is split between key stage 3 and key stage 4 and 5. Students go to designated areas in the canteen allocated to each year group.</p> <p>To further reduce transmission risk, we have extended our one way system so that students and staff will not have face to face contact when they move around the site. Floor stickers have been placed on all corridor floors to demarcate the 2m distance which needs to be kept as people move around the site. Blue footprint markings are also in place outdoors to both indicate the route of the one way system and the 2m distance rule.</p> <p>We have reduced the numbers of lessons each day from 6 to 3. This has reduced the opportunities for contact between individuals even further.</p> <p>Classrooms have been rearranged so that:</p> <ul style="list-style-type: none"> • Teachers operate within a 2m distance from students, remaining in a 'goalkeeper area' at the front of the classroom which is clearly marked out with floor tape. • Excess furniture is removed from classrooms to enable desks to be spaced as widely as possible. • Students will sit at desks in rows, all sitting side by side and facing the front of the classroom. This reduces the | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| Reducing exposure and transmission of Covid-19 | | | <p>6. Minimising contact between individuals and maintaining social distancing whenever possible continued</p> <ul style="list-style-type: none"> • risk of face-to-face contact and transmission of Covid-19. • Students who receive additional support from our Inclusion Department will be seated at the end of rows to allow easy access by teaching assistants who are supporting them with their learning. Teaching assistants are being asked to wear masks / visors where they are working with students at a distance of less than 2 metres. <p>Where classes cannot sit in rows, other protective measures have been planned - e.g. PE procedures, fixed groups operating in catering lessons wearing visors, installation of protective screening in room 36.</p> <p>Students and staff have been taught about these measures and are regularly reminded to follow these so that social distancing is maintained throughout the school.</p> <p>Key Stage Assemblies no longer take place. Year assemblies are virtual and are delivered by tutors when school is open to all students and via email links to assembly presentation during the national lockdown period.</p> <p>We have introduced a system enabling students to be allowed to use the toilet during lesson times so that we reduce the risk of overcrowding in the toilets.</p> | | | | | |



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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>6. Minimising contact between individuals and maintaining social distancing whenever possible continued</p> <p>We have reviewed singing / wind / brass instrumental playing as a part of music lessons and have amended our curriculum to ensure that risks are reduced.</p> <p>We have delivered explicit training (e.g. through the use of social stories) for students with SEND to help them adapt to the changes in their school routines and to understand the need for social distancing measures to be followed.</p> <p>We have established strict procedures for visitors to the school site (see above) to facilitate the work of external professionals who work with our students.</p> <p>We are not operating our Internal Exclusion Room in the same way as normal. Numbers in the room are restricted to allow for social distancing and separation of year group bubbles (perspex screens have been fitted to the staff desk for added protection).</p> <p>For students who would last year have been sent to the Internal Exclusion Room for part of a lesson, this is no longer possible. Staff instead seek assistance from Duty Staff who will remove the student for a short time and have a restorative conversation before returning the student to the lesson. Andy Vass ran staff training for all staff on 2nd September to us for this change and this has been reinforced through additional training led by SLT during our Monday morning staff briefings. This training is also provided to all new staff as part of our induction programme.</p> | | | <p>2</p> | <p>3</p> | <p>9 (low)</p> |



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| | | | Our first aid staff have been provided with fluid resistant (type IIR) surgical masks and disposable gloves / aprons and have | | | | | |
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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>7) Where necessary, wear appropriate personal protective equipment (PPE) continued</p> <p>been trained in how to use these, including in safe disposal of PPE.</p> <p>Individual student risk assessments have been completed and are being updated ready for the beginning of the new term.</p> <p>Staff who are working in our testing centre are wearing full PPE as recommended by the training. This is disposed of according to instructions provided.</p> <p>8) Always keep occupied spaces well ventilated</p> <p>Our cleaning team is the first to arrive on the school site each day. They move throughout the site and open windows in each room so that these are open before the rest of the staff arrive. Our premises team ensure that the door to the main reception is hooked open to allow fresh air into this area when it is opened at 7am each morning.</p> <p>Teachers are encouraged to open doors as well when the temperature allows for this.</p> <p>Internal corridor doors are also wedged open by the premises team each morning to allow for good ventilation in corridors. At the end of each day, premises staff also close these doors for fire safety purposes.</p> | | | 2 | 3 | 9 (low) |



During the national lockdown with students in school not moving between rooms, we have asked staff to make sure that

| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
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| <p>Reducing exposure and transmission of Covid-19</p> | <p>Biological hazard- Covid-19</p> | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p> | <p>classroom doors are left wide open during lunch and break (daily mile) periods, the room can be fully aired.</p> <p><u>Response to any infection</u></p> <p>9) Engage with the NHS Test and Trace process</p> <p>We fully engage with the NHS Test and Trace process. We write to parents where we have cases of coronavirus in school and are asking students to self isolate and have written to all parents (letter translated into our main community languages) to explain our expectations that they support this process.</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>If the staff member or young person tests positive, we will follow all actions as outlined in Ealing's guidance which is summarised in this flowchart. This includes the requirement to alert Ealing Council and Public Health England. We work closely with these partners and follow all advice regarding contact tracing and potential self isolation of other groups. We will also follow advice in the event of a local lockdown to make sure that any outbreak is quickly contained.</p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus, they are sent home and asked to follow stay at home guidance. We will also ask that the</p> | | | 2 | 3 | 9 (low) |



| | | | symptomatic person gets a test as soon as possible. This information is shared with parents by letter. | | | | | |
|--|-----------------------------|---|---|------------------------------|-----------------------|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| Reducing exposure and transmission of Covid-19 | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>Where appropriate, we provide families with tests where we feel that this will significantly increase the likelihood of symptomatic individuals getting tested. If a student is awaiting collection, they should be moved to an unused office space in the South Building where they can be isolated behind a closed door with appropriate adult supervision outside the room. The window will be opened for ventilation. If the student needs to go to the bathroom while waiting to be collected, s/he will use the disabled toilet opposite the room. This toilet is only to be used for this purpose and will be cleaned and disinfected using standard cleaning products before being used by anyone else. We have changed the lock code to the toilet to prevent anyone else from using it. Deep cleaning of the isolation room as well as the toilet will take place once the person has left the site.</p> <p>11) Contain any outbreak by following local health protection team advice</p> <p>This is critical and we work closely with local health protection teams when necessary. We report cases routinely as they occur and work with the Ealing Public Health and London Coronavirus Response Cell of PHE to jointly risk assess and take action.</p> <p>12) Asymptomatic testing</p> <p>Asymptomatic cases make up a third of all of Covid-19 cases. We launched this testing in January 2021 to help</p> | | | | | |



| | | rare cases, even death | break the chain of transmission of the virus and follow all of the government guidance around this. | | | | | |
|---|-----------------------------|---|---|---|---|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| Reducing exposure and transmission of Covid-19 | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>12) Asymptomatic testing (continued)</p> <p>There is a risk that staff and students involved in the asymptomatic testing programme may perceive that a negative test means that they are 'safe' and no longer need to worry about either catching or transmitting the virus. It is therefore essential that we communicate a very clear message to those tested that their social behaviours must not in any way change following the news of a negative test. This is being communicated clearly to staff on site during the national lockdown period and will need to be included prominently in the staff and student training once schools are reopened more widely.</p> <p>Another potential risk of having asymptomatic testing operational in school is that staff and/or students may seek to use this service in lieu of NHS services. For example, there is a risk that families may attempt to send students with symptoms into school in order to get tested.</p> | Plan stringent training for staff, parents and students about the function of the school testing centre and about the importance of not relaxing any other protective measures. | Claire Pott - tbc once wider opening has been confirmed | | | |



| | | rare cases, even death | Our return to full opening training will need to be very explicit that this would be a dangerous and inappropriate use of the asymptomatic testing programme. | | | | | |
|---|-----------------------------|---|--|---|---|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| <p>Reducing exposure and transmission of Covid-19</p> <p>- extra curricular</p> | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>Before school</p> <p>We established a daily Year 7 and 11 breakfast club service before school in October 2020 following parent consultation. This was supported by the provision of a breakfast club delivery service from our canteen. Despite staffing this and launching to parents, the service has not been well used.</p> <p>When the school is fully open, Year 11 students are supported at Northolt High School with a well established programme of intervention to help them prepare for their GCSE assessments. This programme takes place on Tuesday and Thursday mornings before school, with students arriving at 8.35am to Gate C. These interventions take place in the Year 11 zoned area and staffing is organised on a rota basis. This is part of teachers' directed time and normal school procedures in terms of Covid apply.</p> <p>After school</p> <p>All teachers at Northolt High School offer an extracurricular club after school on one day each week. We also provide a home learning club for each year group. All of these activities are offered to year group bubbles and are located in the respective year group zones. Uptake for these extra curricular activities has been limited in particular for the home learning clubs.</p> | Review the need for the breakfast club and after school services prior to wider reopening. If necessary, launch with appropriate Covid-19 safety measures in place. | Marion Budd Tbc once wider reopening announced | 2 | 3 | g (low) |



| | | rare cases, even death | <p>Activities which take place outside of school</p> <p>When school is more widely reopened, we will risk-assess any extra-curricular activities taking place outside of school on an individual basis to ascertain whether it is safe for these to go ahead. Our facility for this will be through our weekly 'School Organisation Group' meetings. We will follow Government <u>Guidance on protective measures for out of school settings</u> in</p> | | | | | |
|---|-----------------------------|--|--|---|--|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| <p>Reducing exposure and transmission of Covid-19</p> <p>- Extra curricular</p> <p>- Outdoor activities including use of playgrounds</p> | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation | <p>risk assessing these activities, which will always take place within year group bubbles.</p> <p>For all activities</p> <p>Our InVentry visitor management system has the capacity to log student attendance to extra curricular activities and we will use this to keep accurate records of student and staff involvement in these, so that we have full records for contact tracing purposes..</p> <p>Use of playground and outdoor activities</p> <p>We have staggered our lunch times which will happen during lesson 2 (in five slots when the school is fully reopened and two slots during the national lockdown period). Students therefore remain in their year group 'bubbles' for lunch time. They have access to the school canteen and any outside spaces not being used by the PE department for lessons at this time.</p> <p>We use our day time cleaners to clean some frequently touched areas in our playgrounds such as picnic benches so that we reduce the risk of Covid-19 transmission.</p> | Train staff in use of InVentry to log before / after school attendance to clubs.. | Jessica Pawsey / Rina Gajparia - tbc once wider opening of schools confirmed | 2 | 3 | 9 (low) |



| | | on, and, in rare cases, even death | We launched the <u>Daily Mile</u> in September to encourage students to stay active and to enable them to have an opportunity to get fresh air and exercise each day. This is in response to the fact that we have had to cancel the 15 minute break time students previously had. Tracks have been painted on our three main playground areas for Daily Mile routes which mark out 2 metre distance so that students can run / walk with a friend whilst maintaining social distancing. | | | | | | |
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| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk | |
| Reducing exposure and transmission of Covid-19 - Outdoor activities including use of playgrounds - lunch | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and | <p>We are also this year involved in a partnership with the charity Future Stars, and some of our sixth form students work with them on an elite athlete training programme which enables them to study for a Level 3 BTEC in Sport whilst also training in basketball and volleyball at elite levels. Future Stars staff ensure that all of these activities comply with the Government advice on the phased return of sport and recreation and that activities during the school day fully comply with our school risk assessment procedures and protocols.</p> <p>Lunch</p> <p>Our canteen provider, Innovate, complies with Government guidance for food businesses on coronavirus.</p> <p>Lunch times operate in five slots staggered during lesson 2 when the school is fully open and in two slots (KS3 and KS4/5) during the national lockdown. This means that students still move in year group bubbles to use the canteen. Sixth form students will queue up for lunch along with Year 9s but do not eat in the canteen as they take their food to the sixth form common room to eat. Queuing in the canteen takes place at 2 metre distance which is clearly marked out with stickers on the</p> | | | | | | |



| | | hospitalisation, and, in rare cases, even death | floor. We have established a socially distanced queuing system in the back playground using barriers and footprints marked on the ground at 2 metre intervals. During the national lockdown period, students circulate only in designated areas within the canteen to keep the small year group bubbles separate. | | | | | |
|--|-----------------------------|--|--|------------------------------|-----------------------|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| Reducing exposure and transmission of Covid-19 - lunch | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation | <p>During full opening periods, students in each year group queue at their designated time to get their food in the canteen and are allocated one half of the canteen where they eat their lunch. The other half of the canteen remains unused, allowing this space to be cleaned ready for the next cohort. During national lockdown periods, students arrive at the canteen keeping in their year group bubbles at their designated KS3 or KS4/5 time. They are allocated precise seating to keep year group bubbles separate and tables are cleaned as soon as they are vacated. Students are required to sanitise their hands at the point they reach the front of the canteen queue and again when they leave the canteen. Wall mounted hand sanitiser dispensers have been fitted to facilitate this.</p> <p>We consistently reinforce the message to staff and students that we should avoid touching our mouths, eyes and noses. We have placed posters to remind people around the school site and include this in our induction training for staff and students.</p> <p>Our one way system has been extended and continues to be in operation during lunch time periods. We open windows in the canteen, entry and exit doors and the fire door to the back playground during lunch service periods.</p> | | | 2 | 3 | 9 (low) |



| | | on, and, in rare cases, even death | <p>We use our fogging machines daily as an additional measure to ensure that the canteen is sanitised.</p> <p>Staff on duty in the canteen are trained in new routines and compliance is closely monitored by senior staff.</p> | | | | | |
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| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| <p>Reducing exposure and transmission of Covid-19 - transport</p> | Biological hazard- Covid-19 | <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in</p> | <p>We are encouraging staff to walk or cycle to school where possible or to use private vehicles in order to reduce public transport use.</p> <p>We have installed additional cycle racks at Gate D for students to use and at Gate A for staff use.</p> <p>We have launched a Cycle to Work scheme to enable members of staff to spread the cost of purchasing a new bicycle. We have also upgraded staff showers in the Sports Hall so that members of staff are able to shower after having cycled to school. These showers are located in the two disabled toilets in the Sports Hall. Members of staff who would like to use these will be provided with a key to the Sports Hall and a Radar Key to open the toilets - please see Felix Greene.</p> <p>We have amended the times of our school day so that school does not start until 9.20am for students. This means that those who still have to use public transport to get to school will not be travelling at peak times.</p> | <p>Open cycle to work windows for staff to purchase bicycles termly.</p> <p>Issue radar keys to staff members who need these.</p> | <p>Maria Morris</p> <p>Felix Greene</p> | 2 | 3 | 9 (low) |



| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
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| | | rare cases, even death | | | | | | |
| First aid / medication | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>We have trained more staff in first aid so have an expanded team.</p> <p>We have reviewed and updated our first aid risk assessment and medication policy in the light of the Covid-19 pandemic.</p> <p>We have purchased distance thermometers for the Medical Room.</p> <p>We have developed new protocols for First Aid room use and have trained staff in these as well as signposted these in the room.</p> <p>We have updated the medical log to ensure information about students is up to date and essential actions regarding suspected COVID-19 cases are clearly flagged.</p> <p>We have reviewed our stocks of emergency medication such as asthma inhalers and epi-pens.</p> | | | 2 | 3 | g (low) |



| | | rare cases, even death | | | | | | |
|----------------------|-----------------------------|---|--|------------------------------|-----------------------|---|--------|--------------|
| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
| Leaving school | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>It will not be practical for students to leave school through the same gate they enter each morning as their final lesson could be in a different place in the school. For example, students who have Science or PE as their final lesson of the day will leave through gate E on the South Side of the site. Therefore students exit by the gate which is closest to their last lesson of the day.</p> <p>To ensure that this process does not make social distancing difficult and mix year group bubbles, we stagger dismissal times for year groups at the end of the day as follows:</p> <ul style="list-style-type: none"> • Years 7&8 are dismissed at 3pm (Mondays - Thursdays and 2.10pm on Fridays); • Years 9 &10 are dismissed at 3.05pm (Mondays - Thursdays) and 2.15pm on Fridays; • Years 11, 12 and 13 are dismissed at 3.10pm (Mondays - Thursdays) and 2.20pm on Fridays. <p>Parents are not allowed to gather at the school gates to collect their children and have been advised of safe spaces close to the school where they can wait for their children after school.</p> <p>Prior to leaving the school site, students are asked to sanitise their hands. Tables with hand sanitiser dispensers are located at each exit point.</p> | | | 2 | 3 | g (low) |



| Task / activity area | Hazard | Who might be harmed and how | What are our existing controls? | Recommended control measures | Action by who / when? | Likelihood of occurrence after controls added | Impact | Overall risk |
|--------------------------|-----------------------------|---|--|------------------------------|-----------------------|---|--------|--------------|
| | | rare cases, even death | | | | | | |
| External lettings | Biological hazard- Covid-19 | Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in | <p>We work closely with staff at Northolt Leisure Centre to organise the phased reopening of our Sports Hall and All Weather Pitch to external lets as London moves in and out of various local and national lockdown measures.</p> <p>Lettings of the School premises have been suspended since London went into level 4 and won't resume until Government guidance for out of school settings is updated to enable these to reopen. Before they reopen all lets will have to update their Covid risk assessments to reflect the updated guidance and follow all guidance for out of school settings.</p> | | | | | |



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