



Jamia Islamia Birmingham
Fallows Road

SCHOOL RISK ASSESSMENT - CORONAVIRUS **IDENTIFYING, EVALUATING AND MANAGING RISKS**

September 2020

Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[*Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings*](#)

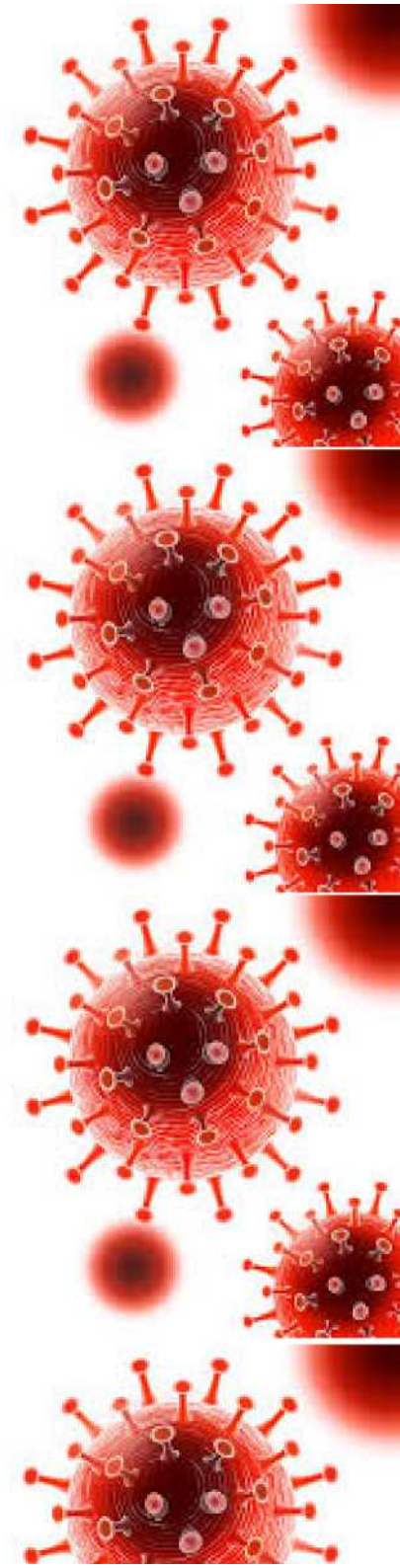
[*Safe working in education, childcare and children's social care*](#)

[*Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings*](#)

[*Actions for schools during the coronavirus outbreak*](#)

[*Coronavirus \(COVID-19\): Education and childcare*](#)

[*COVID-19: cleaning in non-healthcare settings*](#)



Hazard	Risk Description	Risk Rating (L,M, H)	Current control measures	Residual Risk Rating (L, M,H)	Lead for risk control activities
Coronavirus	<p>National guidelines are updated daily but school lapses in following advice</p> <p>School & Staff not up to date with relevant policies and procedures</p>	Medium	<ul style="list-style-type: none"> • Head Teacher to ensure daily checks are made with Government updates • Website information is automatically updated Students updated via email, tutors and teachers. • Parents updated by weekly update, email and website • Any change in information to be shared with Chair/Associate Headteacher and passed on to parents and staff by email • All relevant documentation held on Onedrive • Policies updated where necessary <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community</p>	Low	Head Teacher
Coronavirus	Guidelines / Control measures in place but are not being followed in school	High	<ul style="list-style-type: none"> • Posters around school including Reception, dining hall, in classrooms and in corridors • Hand sanitizers installed in key locations and classrooms to ensure ease of access for staff and pupils • Teachers to reinforce the need for hand washing and hand sanitising message during lessons • Students to sanitise hands on entry and exit from classrooms • Coronavirus information is on the school website • Website documents in place and updated accordingly 	Low	SLT/Admin

			<ul style="list-style-type: none"> • Confirmation that cleaning products meet all necessary standards • Every system to be used to replenish room stock of wipes, tissues and sanitiser • Cleaning staff: • ensure that all toilet/bathroom facilities are well stocked - daytime cleaner and site team • ensure that cleaners' resources are adequate and are effective against Coronavirus. Stock controls check in place weekly, bulk orders placed • Door handles, doors and toilets are cleaned during the day and hand dryer is checked regularly. • hand sanitiser dispensers are regularly replenished throughout the day-daytime cleaner and site team. 		
Coronavirus	Poor Communication	Medium	<ul style="list-style-type: none"> • All staff/students aware of current actions and requirements and reminded frequently using school communication systems • Head Teacher to share Risk Assessments with all staff • Risk assessments on school website • Covid 19 email address set up for use to report concerns • Staff INSET in September to reinforce key messages 	Low	Head Teacher

Coronavirus	Staff do not report sickness Staff are unwell but attend school	High	<ul style="list-style-type: none"> Remind staff of the sickness policy during any lock down period or staff self-isolation Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice Absence and self-isolation monitored to ensure staff do not return too early. 	Low	Head Teacher
Coronavirus	Staff absence increases	High	<ul style="list-style-type: none"> If the Head Teacher is sick, the Deputy Headteacher will lead the school. Contingency for all staff meeting, strict 2m social distancing in place Ensure precautions are in place for all staff on site If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. Additional emergency supply staff located. 	Low	Head Teacher
Coronavirus	Cleaners absent (cleaning no longer available)	High	<p>Cleaning: Additional daytime cleaning in place</p> <ul style="list-style-type: none"> If site cannot be cleaned, HT to contact Proprieter to recommend school closures on health and safety grounds of school remaining open. The Head Teacher will consult with the leadership team. 	Low	Head Teacher
Coronavirus	Student or adult shows symptoms	High	<ul style="list-style-type: none"> All staff understand the symptoms of COVID-19 and follow School agreed process 		

	whilst at School		<ul style="list-style-type: none"> • Admin staff to notify parents for collection. • Student moved to identified clean & ventilated safety room until collected and 2 metre distance maintained from all other staff and pupils • PPE provided for staff supporting pupil while waiting to be collected. • Deep clean of safety room once the pupil has been evacuated • Allocated toilet when needed for use by symptomatic person only. • All waste that has been in contact with the individual - including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative - to be put with normal waste. If positive, to follow the advice of PHE. • If any adult or student tests positive, HT informs PHE (Public Health England) and follows advice. • Staff advised if positive test results received by staff or student. 		
Coronavirus	Vulnerable pupils & adults in the School are exposed to illness	High	<ul style="list-style-type: none"> • School communicate appropriately with their most vulnerable pupils. Health care plans are updated and instruction from GPs followed • Staff identify the most vulnerable students and staff from current medical information. • Individual risk assessments in place for high risk staff <ul style="list-style-type: none"> • Parents to seek advice from Health Professional where a student is under continuing care for a medical condition 	Medium	Head Teacher
Coronavirus	Spread of infection	High	<ul style="list-style-type: none"> • Regular communication to students and staff about hand washing. • Infection Control policy in place and details the requirements 	Medium	HeadTeacher/S LT

			<p>for sanitising equipment and surfaces. High Contact areas to be cleaned twice daily.</p> <ul style="list-style-type: none"> • Bubbles in place between Y7-11 and 16+ students. Each bubble has specified rooms and movement is limited around the site. Extra precautions taken to keep year groups separate as much as possible within bubbles. • Cleaning schedule in place where limited sharing of rooms takes place. • Equipment should not be shared unless used in rotation, 48 hours or 72 hours for plastics, or can be cleaned thoroughly between use. • Head of Departments to review marking policies to ensure they comply with guidance on equipment sharing. • Equipment not shared between bubbles, unless it can be cleaned meticulously between bubbles. • Desk sharing by staff should be avoided, where possible or desks should be wiped down thoroughly before and after use. Wipes and disinfectant available in all office spaces. • Shared telephones to be wiped down before and after use. • Clear desk policy to ensure more thorough cleaning. • Students encouraged to take exercise books, folders and pads home rather than store in school. • Student movement around the site is restricted. • Working side by side is encouraged rather than face to face. • Student desks are front facing. • All staff have access to hand sanitisers and wipes • Social distancing guidance in place for all staff, students and visitors. • staff have designated entrances and car parks • Signs in place to support new system and students, staff advised at start of term. • Numbers of staff in offices, departmental staffrooms and the staff room at any one time are limited 		
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Coronavirus	<p>Site is not ready to open safely to staff and pupils.</p> <p>Appropriate health & safety checks have not been completed.</p>	High	<ul style="list-style-type: none"> • School water systems have been maintained throughout the lockdown period in line with guidance from the school's water treatment specialist. • All other services including gas, heating, catering equipment, air conditioning systems and alarm systems have been tested and inspected prior to opening • Fire doors and emergency lighting systems have been tested. • Emergency procedures have been reviewed and communicated to all staff and pupils. • Emergency procedures will be tested when students return to school 	Low	Proprietor/Headteacher