



Framingham Earl High School
Transition Day Risk Assessment
July 2021

Prepared by Becky Arnold June 2021 in preparation for Monday 12th July

Reviewed and updated on 25th June 2021 by Chris Lloyd HSO

Reference Documentation

National guidance

- [Contingency framework education and childcare settings](#)
- [Government guidance for the full opening of schools](#)
- [Safe working in education and childcare settings including the use of PPE](#)
- [Health and Safety Executive](#)
- [Guidance for Food businesses on covid-19](#)
- [Working safely in offices during coronaviruses](#)
- [Managing school premises during the coronavirus outbreak](#)
- [HSE Ventilation and air conditioning during pandemic](#)
- [Decontamination in non healthcare settings](#)
- [HSE first aid during coronavirus \(COVID-19\)](#)

Links to additional documents referred to throughout this document

Whole School Risk Assessment [Framingham-Earl-Covid19-Risk-Assessment-25th-May-2021.pdf](#)

- [..\..\..\..\..\OneDrive - Sapientia Education Trust\Documents\COVID 19\Risk Assesment\GRA 01 - Cleaning Coronavirus 24 Mar 20 Rev 1.pdf](#)
- [..\..\..\..\..\OneDrive - Sapientia Education Trust\Documents\COVID 19\Risk Assesment\GRA 03 -Operatives Undertaking Duties With Considerations For COVID-19 25 Mar 2020.pdf](#)
- [Guidance for school transport staff- Covid-19 - renewed May 2020 \(002\)](#)
- [Lateral Flow Testing Risk Assessment 04.01.21 FEHS.docx \(sharepoint.com\)](#)
- [SET Coronavirus guidance Addendum Update 1 Dec 2020.docx \(sharepoint.com\)](#) and [SET Coronavirus guidance Addendum Update 4 Jan 2021.pdf \(sharepoint.com\)](#)
- [Cold weather Covid RA Sep 2020.docx \(sharepoint.com\)](#)
- [Coronavirus PPE and Face covering RA 3 Dec 2020.pdf \(sharepoint.com\)](#)

	Hazard	Risk	Initial Rating – L,M,H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L,M,H
Illness	1. Unwell children arriving from Primary feeder schools.	Coronavirus may enter the school and spread to other children and staff.	High	<ul style="list-style-type: none"> All Y6 families advised if students are unwell they must not come to the school and communication of restrictions in place within school including one way systems and facemasks. Availability of postal and collection Lateral Flow Covid19 tests shared with all families and encouragement to take these included in communications. On entry to the school, children asked whether they feel fit and well. Those pupils with an EHC plan will have their plan reviewed and discussion with Primary feeder if a risk assessment required reflect control measures in place and any additional required. Waiting area with 2 metre distancing created outside for parents collecting pupils Screen added to reception desk and 2m distancing lines added to reception desk and reception office for first aider. 	<p>All persons have a responsibility to identify and react to symptoms. All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and</p>	<p>Isolate child or staff member displaying symptoms in designated room or outside reception while they await pick up. If staff member has transport they should go home immediately if safe to drive and get a test</p> <p>This room to be deep cleaned afterwards using fogging system and designated daytimes cleaners.</p> <p>Another replacement staff member to be called in to cover.</p> <p>Positive cases must self-isolate for 10 full days following the date symptoms started or the date of the test (if no symptoms).</p> <p>Head-teacher will take advice from the local Health protection team and/or test and trace adviser before sending other staff and children home.</p>	Medium

					adherence to the control measures	<p>Thermometers purchased to scan unwell staff or pupils.</p> <p>PPE boxes in all rooms used.</p> <p>Parents to be informed that all students MUST wear a face covering on schools' transport unless they have a valid exemption. This includes buses, minibuses and taxis. These should then be stored in a sealed plastic bag during the school day when not in use. Hands must be washed/sanitised after removing face covering.</p>	
2.	Spread of the virus	Coronavirus spreads quickly when people are in large groups.	High	<ul style="list-style-type: none"> • Test and trace Q code signage posted and shared with all families in communication prior to arrival • All rooms/areas surveyed and layout/arrangements in place to maximise distancing including one way systems with appropriate signage • Wherever possible, children are to work in seating plans and small groups in their allocated room so that contact is reduced with others – maintaining a 'bubble.' 	<p>All persons have a responsibility to identify and react to symptoms.</p> <p>All persons have a responsibility to follow and maintain control measures.</p>	<p>Inform parents of any suspected case and all children and staff in the group socially isolate for 7 full days or until a test is returned negative.</p> <p>Where a positive case is confirmed in the school all parents should be informed but the person's identity and year group should be withheld. If unsure contact HSO for further advice</p>	Medium

				<ul style="list-style-type: none"> • Students to sit at forward facing desks, rather than face to face at circular tables • When groups are larger such as social times, social distancing will be expected. • No contact allowed in sports activities or large gatherings e.g. assemblies for the whole year group inside • Children are to play and eat outside and maintain their Year 6 bubble groups. • Staff to communicate maintaining the 2-meter social distancing for adults and children, wherever possible • Staggered times throughout the day to avoid Y6 students contact with other year groups in corridors • Screens provided where close proximity cannot be avoided such as reception and Norse catering • Parents/Carers not allowed inside the school – waiting area marked at reception for any emergency collections. • Social distancing markings to be applied where queues may form, as appropriate • Classrooms to be ventilated by windows opened and non-fire 	<p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the control measures</p>	<p>Clean to be completed by Norse on contact/touchpoint areas during school day</p> <p>First aider to have access to mask, visor, gloves and apron when attending to casualties with symptoms</p> <p>No drinking from water fountains</p> <p>Children have designated entrance and exit social areas for bubble</p> <p>External catering contractors to provide updated risk assessments for scope of work during lockdown</p>	
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				<p>doors wedged open. (See cold weather RA)</p> <ul style="list-style-type: none"> Staff and Students are required to wear face coverings in all indoor areas of the school from entering to leaving the site, except: <ul style="list-style-type: none"> Where excluded on medical grounds or at the headteachers discretion due to wellbeing concerns On the field and in outdoor social areas In classrooms during lessons In the canteen, while eating 			
Hygiene	4. Handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> On entry to the school all persons must sanitise or wash their hands and this is explicitly told to Y6s and shown how/where. Signs up in toilets to remind of handwashing rule. On return from the toilet, all staff and students also sanitise their hands using room dispenser. All staff and students must wash/sanitise hands after removing a face covering. 	Teachers and TAs	<p>Any child refusing to follow procedures will be sent home immediately.</p> <p>NHS Hand washing technique video to be shown to staff and pupils https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ for refreshers as it is easy to lapse</p>	Low
	5. Sanitising/Cleaning	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> Children and staff sanitise their hands frequently, and at the change of any activity. Directed by staff using dispensers in classrooms. 	All persons have a responsibility to follow and maintain the measures	Ensure new cloths and gloves are used when cleaning. Wipes, gloves, and clothes in all used rooms with covered bin.	Medium

				<ul style="list-style-type: none"> • Tables, chairs and other work surfaces are to be sanitised by the staff member on any change of activity or moving to a new table/chair. • Laptops, computer keyboards and mice to be wiped/cleaned after each use • A fogging machine is in use on a rota basis across the school • All key touchpoints, door handles, work surfaces, light switches, toilet flusher, taps, sinks etc to be cleaned regularly e.g., at break times and after lunch in addition to normal cleaning routine • Any equipment used by one bubble e.g., science, music, DT, Food tech, PE equipment to be thoroughly cleaned before another bubble can use it • Usual detergents and disinfectants in use are suitable 	<p>All employees to supervise actions of the students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the School Premises Manager will monitor and review the effectiveness of and adherence to the measures</p>	<p>Cleaners to wear PPE e.g. mask visor and gloves and apron only when cleaning a room or area occupied by a symptomatic person. In all other cases wear your usual PPE based on your COSHH assessment.</p>	
6.	Sharing resources	Children may pick up the virus by sharing resources.	High	<ul style="list-style-type: none"> • Each child must use only their own resources: -pen/pencil/felt tips - paper copies of resources • Children are frequently reminded not to share resources by staff members • When one group finishes using equipment, it must be disinfected before the next group uses it. 	Teachers and TAs	Staff must find alternative means to share learning resources and collecting work that does not involve them moving around the classroom. (ideas to be shared where staff need support)	Low

	7. Additional equipment	Virus brought into buddle on hard surface objects	Medium	<ul style="list-style-type: none"> • All students requested to bring a bag into school • Mobile phones to be kept in school bags • Play equipment such as footballs to be provided by school and not brought in by Y6s • Lunchboxes and water bottles to remain in school bags until required 	Teachers, TAs	Any child repeatedly refusing to follow procedures will be sent home immediately on H&S grounds	low
	8. Clothing	Coronavirus can linger on clothing.	Medium	<ul style="list-style-type: none"> • Share with parents, students and staff that fresh clothing should be worn daily so uniform to be washed prior to return to Primary school. • Share with parents and staff that clothing and reusable fabric facecoverings should be washed in the washing machine at the hottest temperature the fabric will endure and that hands should be washed after loading the machine 	All persons have a responsibility to follow and maintain measures All employees to supervise actions of students and promote Covid 19 safety. Headteacher and SLT will monitor and review the effectiveness and adherence to		Low

					measures and communicate with parents		
	9. Maintaining supplies	Students arrive at school without face coverings	Medium	<ul style="list-style-type: none"> School to hold reasonable stocks of fluid repellent masks that will be provided for any child who forgets to bring into school 	Procurement staff, School estates manager will liaise with external suppliers and SET Estates to ensure continuity of supplies, Norse cleaning	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands. Make contact with SET estates team, who will advise on procuring additional stock	Low

Behavioural Issues	10. Aggression and contamination.	Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting.	High	<ul style="list-style-type: none"> • Clear rules about coughing or spitting at or towards any other person shared with all students on arrival to FEHS. • An individual management plan/risk assessment will be requested from Primary schools for any child known to exhibit these behaviours, before they can be admitted into school. • The risk assessment shall identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 	Transition Coordinator to liaise with primary schools for list of students	<p>Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.</p> <p>Staff member assigned to monitor behaviours to be given access to mask, visor or goggles, gloves and apron should they need it.</p> <p>In the unlikely event a child or staff member has been contaminated, they should be tested.</p>	Medium
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	11. Contamination	Faecal smearing	High	<ul style="list-style-type: none"> • Children who pose a high-risk of the identified behaviour will not be permitted into school unless the child has a one-to-one support. • An individual risk assessment will be written for any child known to exhibit these behaviours and a tailored hygiene plan developed, before they can be admitted into school. • Hands to be washed thoroughly after handling soiled waste bags • PPE used to be disposed of immediately after clean up in the same waste bag as contaminated material 	Transition Coordinator to liaise with primary schools for list of students	<p>If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room.</p> <p>The child is sent home to one of the emergency contacts provided to the school.</p> <p>PPE to be worn by staff attending as per 10 above</p> <p>Remove other children and staff for any contaminated areas. Deep clean arranged with cleaning provider.</p> <p>Any contaminated waste materials will be double bagged and tied and collected by school's usual waste collector for such materials</p>	Medium
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Transport to School	12. Sharing transport to school	May pick up virus by sharing transport.	High	<p>Transport To/From SCHOOL</p> <ul style="list-style-type: none"> • Students, parents, carers and staff advised to keep their use of public transport to a minimum • Students are encouraged to walk or cycle to school if possible • All students aged 11 or over must wear a face covering on either public transport 	School staff monitoring arrival and departures,	Any child who reports others not following measures on public transport to be listened to and staff to take action.	Low
Miscellaneous	13. Additional risks associated with full opening	Some procedures and use of equipment may increase risk of harm. Covid-19 spike in the UK. Increasing R rate.	Medium	<ul style="list-style-type: none"> • Non-alcohol-based hand sanitiser to be used in art, science rooms, Food tech rooms and D&T rooms areas. The ones purchased are certified effective against enveloped viruses and approved by SET • SLT will meet in response to any evident indication of a spike or as prompted by the DfE and will review contingency plans in place • Schools have established PPE suppliers as used since March 2020. • HSO Audit undertaken to ensure all routine regulatory inspections, servicing or checks have been undertaken. 	Heads of Department, Staff, Headteacher		Low

				<ul style="list-style-type: none"> Equipment such as in catering function tested before start of term 			
		Essential visitors to school related to meeting needs of students e.g. TAs providing one to one	High	<ul style="list-style-type: none"> Sanitise hands on arrival and departure Sign in with track and trace Wear a face covering at all times Maintain social distancing of 2m from school staff and students Provide their own equipment Minimise movement around school to essential areas only 	Visitors to school and host member of staff	Any visitor unwilling to comply will be asked to leave the school site immediately	Low
People	14. Infection of higher risk people	Some people are at a higher risk in the event of infection as a result of pre-existing conditions or have been identified as higher risk groups.	High	<ul style="list-style-type: none"> A bespoke risk assessment will be undertaken for any student identified by Primary school who has either an Individual Health Care Plan or an Educational Health Care Plan for a condition that may make them higher risk. This may include additional control measures. All existing and improvement actions will reduce the risk supported by the outcome of any bespoke individual risk assessment. 	Transition Coordinator to liaise with primary schools for list of students	Routine rapid testing arrangements to provide early identification of asymptomatic persons, will reduce the likelihood of Covid positive persons being present in the School.	Medium

ASSESSOR: Becky Arnold

DATE OF ASSESSMENT: 22/06/2021

DATE OF NEXT REVIEW: Review after event or in light of any Government changes

METHODOLOGY FOR DETERMINING THE LEVEL OF RISK

THREAT LEVEL:

L = LOW - Control measures acceptable no further action required

M = MEDIUM - Control measures adequate but could be improved

H = HIGH - Control measures inadequate urgent action required