

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### RISK ASSESSMENT FOR PHYSICAL EDUCATION - QUEEN ELIZABETH'S GRAMMAR, ALFORD

#### Physical Education

07/07/2020 The Government have given a date of September 2020 to reopen.

#### **RISK: COVID-19 Virus**

COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

During the reopening we recognise that any and all measures will be imperfect. We are aware that there will be periods of time during full reopening where various measures will be impractical. Our overarching philosophy is to **go as far as we can when we can** to reduce contact and proximity, thereby reducing risk rather than eliminating risk. We accept that at times there will be periods within school where one measure or another will have to be relaxed temporarily for practical purposes, in order to allow the curriculum to run effectively.

While the list of measures implemented is significant, it is intended that over time as the national situation becomes more certain, we reduce the number of measures sequentially through discussion as a senior team, with further adjustments kept live on this document which can be located on the school intranet.

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<b>Section 1</b>						
<b>HAZARD: Transmission of virus airborne</b>					<b>Risk Level: A3</b>	
<b>CONTROL MEASURE</b>	<b>Measure</b>	<b>FURTHER ACTION TO CONTROL RISK</b>	<b>ACTIONED BY</b>	<b>DATE IMPLEMENTED</b>	<b>DATE MEASURE SUSPENDED</b>	<b>DATE FORMALLY REVIEWED</b>
Minimise contact and maintain social distancing as far as possible and when it is possible.	A	Monitor	All pupils and staff	03/09/2020	In place	
Pupils and staff are encouraged to adhere to the 2 metre distancing rule where possible reducing to one metre when not and in close proximity, when distancing is not practicable. This is to be monitored by staff.	B	Monitor	All pupils and staff	03/09/2020	In place	
Pupils must line up outside at the designated and marked assembly points upon entering the sports hall building, hall or downstairs changing rooms.	C	Monitor	All pupils and staff	03/09/2020	In place	
Each year group will take part in PE in its own bubble in line with whole school action, with the exception of years 12 and 13 who will form their own bubbles.	D	Monitor	Staff	03/09/2020	In place	
For the purpose of teaching, year 7 and 8 will form their own bubbles within bubbles, size dependent upon Sport England advice for each activity.	E	Monitor	All pupils and staff	03/09/2020	In place	
Almost all of the teaching for year 7 to 11 will take place outside.	F	Monitor	All pupils and staff	03/09/2020	In place	Review 28/10/20. Indoor to start when the weather is too bad to go outside (see activity risk assessment).
Year 7 and 8 will be grouped via tutor groups and will be taught in that group only for the duration.	G	Monitor	All pupils and staff	03/09/2020	In place	

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Entrance to the sports hall will be through the main entrance, exit will be through the fire doors in the central area to maintain a one-way system.	H	Monitor	All staff and pupils	03/09/2020	In place	
Entrance to the downstairs changing rooms for all students will be via the backstairs. Exit will be via the hall stairs to maintain a one-way system.	I	Monitor	All staff and pupils	03/09/2020	In place	
Pupils should not enter any PE facility without a member of staff present.	J	Monitor	All staff and pupils	03/06/2020	In place	
Students will have a set work area for activities. These will be made clear by the teacher for each lesson.	K	Monitor	All staff and pupils	03/09/2020	In place	
Pupils will not circulate around their changing area	L	Monitor	All staff and pupils	03/09/2020	In place	
Students who forget kit will NOT be permitted to borrow kit from lost property or another student.	M	Monitor	All staff and pupils	03/09/2020	In place	
Kit left in changing rooms is to be removed and quarantined for 72 hours.						Lost property has had to be removed by the cleaner in the sports hall 23/10/20.
Staff office maximum of 2. All tables, door handles, kettle and cups, sink area to be cleaned after each use.	N	Monitor	All staff and G Smith	03/09/2020	In place	MG sprays all touchable areas first thing in the morning including exit buttons to main doors.
Staff computers and work desks to be cleaned after each use.	O	Monitor	All staff	03/09/2020	In place	
Extra-curricular activities at lunch & after school will NOT take place.	P	Monitor.	All staff	03/09/2020	In place	
PE Curriculum activities must be approved by Sport England and at the appropriate 'phase' of re-introduction.	Q	Monitor	All staff	03/09/2020	In place	Dept have used SE guidelines to introduce activities – this is ongoing – Sept.

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Contact sports must be avoided.	R	Monitor	All staff	03/09/2020	In place	Conditioned rugby now permitted. All other 'games' contact is minimalised.
Staff teaching GCSE/A level must wear facemasks and MUST adhere to whole school policy – see school risk assessment.	S	Monitor	All staff	03/09/2020	In place	
Equipment must not be shared e.g. hockey sticks.	T	Monitor	All staff and pupils	03/09/2020	In place	Sanitation of equipment after each lesson is working well – the central bucket system for 'dipping' equipment is speedy and safe.
Equipment must be sanitised after usage – to be done after the lesson and before re-entry to the changing areas.	U	Monitor	All staff and pupils	03/09/2020	In place	
Water bottles must be taken outside and left in a designated area by the teacher during the lesson. Students must only drink from their own bottle.	V	Monitor	All staff and pupils	03/09/2020	In place	
Fire doors where possible will be held open, fitted with fire door compliant sound sensors.	N	Monitor	G smith	10/07/2020	Still in place	See review sheet 2
No locker facilities will be available.	O	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Hand sanitisation and workspace disinfecting stations are available in each room, and all entrances including the main gate.	Q	Monitor	G Smith	03/06/2020	Still in place	See review sheet 2
Water dispensers will not be available for use.	R	Monitor		10/07/2020	Still in place	See review sheet 2
Each changing area will have hand sanitisation and cleaning equipment available.	S	Monitor	G smith	10/07/2020	Still in place	See review sheet 2
Students and staff should enact a cleaning regime upon the classroom between taught lessons.	T	Monitor	All staff	10/07/2020	Still in place	See review sheet 2

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Hand sanitisation stations will be positioned at all main entrances to sports facilities.	U	Monitor	G Smith	10/07/2020	Still in place	See review sheet 2
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Section 2						
HAZARD: Transmission of virus by contact with contaminated objects					Risk Level: A3	
CONTROL MEASURE: MINIMISE CONTACT WITH ALL SURFACES	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
Cleaning of surfaces and all areas, will be carried out daily.	D	Monitor	D Lear Cleaning staff	03/06/2020	Still in place	See review sheet 2
Cleaners instructed to disinfect all surfaces and handles within their deep clean of each evening, starting promptly at 4.00 pm once staff and pupils are off site.	E	Monitor	D Lear Cleaning staff	03/06/2020	Still in place	See review sheet 2
PE staff to sanitise changing rooms immediately after use		Monitor	G Smith	03/06/2020	Still in place	

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### REVIEW SHEET

DATE	REVIEW SHEET	CHECKED AND SIGNED
02/10/2020	Procedures formally reviewed by the DL, Health and Safety Officer.	

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The Management of Health & Safety at Work Act 1992 (regulation (3)) requires every employer and self-employed person to identify the measures they need to take, to comply with the requirements and prohibitions imposed on them by or under the relevant statutory provisions. Employers must therefore make a suitable and sufficient assessment of:

- (a) the risks to the health & safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health & safety of persons not in their employment arising out of, or in connection with, the conduct by them of their undertaking:

Where there are five or more persons employed, the significant findings of any assessment must be recorded.

The management regulations (or MHSWR) were introduced to implement the European framework directive (89/4391/EEC) and also the Temporary Workers Directive (91/383/EEC), and came into force on 1 January 1993. They cover all work activities to which the Health & Safety at Work Act 1974 apply.

The regulations should be regarded as an extension to basic duties on employers, self-employed and employees.

The need for risk assessment is also implicit in other regulations made under the Health & Safety at Work Act (such as, for example, COSHH, and the PPE regulations).

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**Establishing the level of risk.** A level of risk (description) posed by a particular hazard can be given a rating of High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. The level of risk index is a combination of the severity of the hazard and the likelihood of the hazard occurring, and allows the Level of Risk description to be applied.

**LEVEL OF RISK (Index) has two components:**

**1. Severity of Hazard (A-C)**

**2. Likelihood (1-3)**

The <b>Severity of the hazard</b> is categorized below:		
SEVERITY	DESCRIPTION	Index
CATASTROPHIC or CRITICAL	can result in serious/major injuries or fatalities. Also includes serious damage or loss of personal property.	A
MARGINAL	can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. This may well include 'serious or persistent verbal abuse'. Also includes some significant damage or loss of personal property.	B
NEGLIGIBLE	will not result in injury/illness but could lead to a feeling of being at risk or distressed. Some minor damage or loss of personal property.	C

The <b>Likelihood of the hazard</b> is categorized below:		
LIKILHOOD	DESCRIPTION	Index
EXTREMELY LIKELY	likely to occur immediately	1
LIKELY	likely to occur at sometime	2
UNLIKELY	unlikely to occur	3

<b>Levels of risk (indices) are described as A1/A2/A3 or B1/B2/B3 or C1/C2/C3. The Level of Risk will indicate the likely Control Procedures and Review Frequency:</b>			
Level of Risk (Description)	Level of Risk (Index)	Control Action	Review Frequency (at least)
High	A1	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.	Termly (4 months)
	B1/A2	Plan to quickly reduce the level of risk. Use judgement to assess priorities.	
Medium	A3/B2/C1	Plan to reduce the level of risk even further if this is possible. Monitor standards and procedures regularly.	Annually
Low	B3/C2/C3	Monitor standards and procedures biennially to ensure that risk level does not increase.	2 years