

Area/Activity Assessed	School Phase 3 partial opening – COVID-19	Responsible Person	Head Teacher
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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This Risk Assessments was implemented on the 12th January by Compliance Education in line with latest government guidance and checked by schools Head Teacher and SMT/SLT, School and School Governors

It will be reviewed on a regular basis and when there have been significate changers in government, public health and local authority guidance.

The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors, See the school Plan for further information on how these control measure will be implemented.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School partial opening during lockdown	4	3	12	<ul style="list-style-type: none"> All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. All staff and pupils will have access to coronavirus tests via the NHS website. For individuals or groups not attending school, we have remote education plans in place. <p>Attendance School remains open to vulnerable children and children of critical workers. Schools providing Nursery provision will be open to all</p>	4	2	8	

					<p>children. Parents/carers are advised to keep their children home if they can.</p> <p>Wraparound Care Parents/carers have been requested to limit the number of different out-of-school settings/providers they access and to seek assurance regarding protective measures. School will follow guidance provided by the DfE. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>School Uniform Increased ventilation will make school buildings colder and additional indoor clothing may be needed. School will relax school uniform rules during partial closure if it deems it necessary to do so.</p> <p>Safeguarding Safeguarding policies have been reviewed (including Online Safety and Acceptable Use Policies in line with KCSIE2020) and the DSL will co-ordinate multi-agency working as required. COVID-19 addendum to Child Protection Policy.</p> <p>Behaviour Behaviour policies have been reviewed – COVID-19 addendum.</p> <p>Ventilation</p> <ul style="list-style-type: none"> • School is well ventilated and a comfortable teaching environment is maintained. This is achieved by a variety of measures including: • mechanical ventilation systems – these are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems are adjusted to full fresh air or, if not, then systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors (unless identified as fire doors) also assists school with creating a flow 				
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				<p>of air. Blinds are open where possible to maximise airflow in rooms.</p> <ul style="list-style-type: none"> natural ventilation – if necessary opening external doors may also be used. Further advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak (https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and CIBSE coronavirus (COVID-19) advice (https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused etc) providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct drafts Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Testing</p> <ul style="list-style-type: none"> Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place. 					
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Where necessary the Head Teacher will instruct all pupils and staff who have travelled abroad to adhere to current government guidelines and “(Self-isolate for 10 days at a declared UK address”). 	4	1	4	

3	Staff and Pupils who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> • The school has liaised with staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus. • Where necessary, school have carried out Vulnerable Persons risk assessments, reviewed Educational Care Plans and conducted a Needs Assessment. • Staff and Parents will follow the advice given to them by their or their child’s General Practitioner. • Staff and Parents have a responsibility to keep their/the manager/head teacher informed of any changes to their/or their child’s condition or the advice given to them by their/or their child’s General Practitioner. • School has reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person. • Temporary adjustments when necessary will be put in place. • Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. Out-of-school settings should continue to pay clinically extremely vulnerable staff on their usual terms. • Clinically extremely vulnerable pupils are advised to not attend school. • All other staff should continue to be available to attend work, including those living in a household with someone who is clinically extremely vulnerable. • Further guidance regarding clinically extremely vulnerable is available if required. • Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the below advice Pregnant women of any gestation should not be required to continue working if this is not supported by a risk assessment, then, you should only continue working if the risk assessment advises that it is safe to do so. The school should ensure they are able to adhere to any active national guidance on social distancing. 	4	2	8
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					<p>Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>				
4	Risk of infection	3	4	12	<ul style="list-style-type: none"> • Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (<i>The school reopening plan</i>) • School will immediately isolate any people who have a continuous cough or any irregular coughing episodes. • Isolation rooms can comfortably accommodate a distance of 2 metres per person • Isolation room(s) are kept clean – using antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines. • Hand sanitizer and hand washing facilities are available throughout the school. • Waste bins are monitored and emptied regularly. • Any staff presenting as symptomatic will be immediately sent home. • Any pupils presenting as symptomatic will be taken to the isolation area and parents requested to collect their child. • Teachers will ensure that all students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. • Bubbles / Pods are smaller with school being partially open to vulnerable and critical worker pupils only. The school will discuss further with Compliance Education if numbers are high. School will communicate with parents the need to keep their child at home if they can. • Playtimes will be reviewed to ensure students keep a safe distance. • Equipment i.e. keyboards, laptops etc will be cleaned throughout the school day 	3	3	9	

				<ul style="list-style-type: none"> • Staff will keep a minimum of 2 metre distance when collecting and releasing students to their parents at the beginning and end of the school day. • Where possible communication between parents and the school will be via text message/email or social media. Any parents requiring to speak with teaching staff should be either behind the reception screen or at a minimum of 2 metres apart. • School will not open any longer than is necessary. • All visitors and contractors to school will be limited to essential personnel only i.e. to fix defective boilers, catering staff etc. • Contractors are aware they must not visit the school if they or anyone they have come into contact with are symptomatic. 				
4	<p>Staff and Pupils showing signs or confirmed of having Coronavirus</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p> <p>Or contacted through the NHS Test and Trace</p>	4	2	8	<ul style="list-style-type: none"> • Staff and Pupils are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone. • Staff and Pupils are asked to follow the advice of the NHS/GP and should self-isolate for 10 days. • Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus may be tested. • Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today • All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) • A staffing plan is in place to ensure safe staffing levels are achievable and monitored appropriate to group sizes/ pupil needs and the activities required. • In line with evolving advice, the practice of social distancing will be carried out with a general assumption of all parties being potentially asymptomatic carriers, therefore reducing unnecessary contact in all situations • School will communicate the availability of Lateral Flow Testing to all school users. 	4	1	4

5	Lack of control over contractors/visitors coming onto site	4	2	8	<ul style="list-style-type: none"> School will communicate the upcoming availability of Lateral Flow Testing within secondary school settings and encourage participation in regular testing During school hours no contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher. All contractors and visitors are instructed to report to the main school reception upon arrival. All contractors and visitors will be instructed to adhere to all Covid requirements i.e. social distancing, PPE etc. All contractors and visitors are asked for verbal or written evidence to confirm that: <ol style="list-style-type: none"> I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days. I have not travelled abroad to any country outside of the 'travel corridor' with in the last 10 days. I have not been contacted by the NHS Test and Trace service within the last 10 days. The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff 	4	1	4	
	6	Staff and Pupils displaying symptoms.	4	3	12	<p>Whilst on site.</p> <ul style="list-style-type: none"> The School will be notified immediately of any staff member or pupils displaying symptoms. Staff and Pupils displaying symptoms of Coronavirus will be sent home. All remaining Staff and Pupils will be kept informed of the person's condition and asked to monitor their own health. Where necessary the infected person will be moved to the designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. Suitable PPE is available for First Aiders or staff providing care when a distance of 2 metres cannot be maintained. 	4	2	8

				<ul style="list-style-type: none"> Staff and Pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested. All Staff and Pupils have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases. <p>Positive Result</p> <ul style="list-style-type: none"> The Head Teacher Must report all positive cases of coronavirus to the DfE Helpline Team on 0800 046 8687 option 1. This Triage team will put you through to a team of advisers who will inform you of what action is needed based on the latest public health advice. The Head Teacher will also notify Compliance Education and School Governors/LA Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT) The school will work closely with the Triage Team and/or Local Health Protection Team and follow their advise, even if this means sending large groups of staff and pupils ' home or the complete closure of the school. Where possible classrooms are secured and left for 48 to 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected. Follow the System of controls: <p>Prevention</p>				<p>Check with your Local Authority as some councils have set up their own Triage Team example Liverpool</p>
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				<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>2) Where recommended, the use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>8) Always keeping occupied spaces well ventilated.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Early detection of Coronavirus limits the risk of transmission. Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place, Local testing centres are putting measures in place to prioritise school user testing.</p> <p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process.</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>11) Contain any outbreak by following local health protection team advice.</p> <ul style="list-style-type: none"> • Numbers 9 to 11 must be followed in every case where they are relevant. 			
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7	Unable to social distance on public transport	4	3	12	<p>Dedicated school transport</p> <ul style="list-style-type: none"> • Staff and pupils are advised to practice social distancing whilst on school transport. • Where possible pupils are grouped together on transport which reflects the POD or year group adopted by the school • Hands are sanitised upon boarding and/or/disembarking • The School vehicle is cleaned regularly. • Pupils are instructed to maintain an orderly queue and where possible seated in order of embarkment. • All pupils will wear a face covering if they are likely to come into contact with people outside their group/POD. <p>If it is necessary to travel, those travelling are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport. This will allow people travelling to maintain social distancing.</p> <p>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable</p> <p>Public Transport Use of public transport should be minimised. Journeys should only be made:</p> <ul style="list-style-type: none"> • for education or childcare • for work purposes <p>Car Sharing or Parents picking pupils up</p> <ul style="list-style-type: none"> • All Staff and pupils 11yrs and over will wear a face covering if they are traveling with a person from another household. • Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. <p>Cycling</p> <ul style="list-style-type: none"> • The school has adequate/installed further bicycle security sheds/racks. <p>Training for removing face coverings</p>	4	1	4
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8	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> Where necessary, school will provide safe instruction to all Staff and pupils on the importance of wearing a face covering and how to put it on and remove safely. An adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. School will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice The school will contact Compliance Education/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	5	1	5		
	9	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. All alarm and emergency lighting systems are maintained by appointed competent contractor. The COVID-19 fire procedure is explained to all staff members who are aware of the school fire safety arrangements. Regular fire evacuation drills are carried out. All staff members receive fire awareness training at regular intervals. Smoking is prohibited in the building in line with current legislation. All alcohol-based hand sanitiser is situated far away from naked flames. Alternative non-alcohol-based hand sanitisers are used in kitchens etc 	5	1	5	

10	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> Staff and pupils repeatedly disobeying the rules will be managed immediately. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools The School will do everything possible to minimise contacts mixing while delivering a broad and balanced curriculum. All staff and pupils are instructed in the importance of minimising contact and practising social distancing where possible. <p>This includes etc:</p> <ul style="list-style-type: none"> Following all temporary alterations to the school’s routine and procedures that have been implemented by the Head Teacher and SMT/SLT to protect both the staff and pupils Staff and pupils washing their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategically placed around the building to supplement hand washing. Staff and pupils are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their POD/bubble. Staff and pupils are encouraged to cover their mouth and nose with a tissue. ‘catch it, bin it, kill it’ Cleaning routines have been enhanced. The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. Where possible staff and pupils will refrain from having close face to face contact with another person. Staff are instructed to socially distance at all times from pupils and other members of staff. Staff and pupils are discouraged from gathering in large close groups. Staff and pupils are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. The Head Teacher reserves the right to agree to or ask staff and/or visitors to wear a face covering whilst in school where social distancing is not possible. 	4	1	4
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11	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>The Head Teacher together with their SMT/SLT have put together a school plan which details all the processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p>Outside the classroom:</p> <ul style="list-style-type: none"> • The school staggers start and finish times. • The school will encourage parents as far as reasonably possible to refrain from gathering together outside the school gates and to wear a face covering (only one adult to accompany child). • Where possible pupils will access their POD's/Bubbles directly. • A robust system for dropping off and picking up of pupils has been implemented. • Bubbles/POD's are kept apart, meaning that the school avoids large gatherings such as assemblies or collective worship with more than one Bubble/POD. • Face coverings have been made available to staff at school should they elect to use them. • There is an additional requirement that face coverings should be worn by staff and students, in schools and colleges, from year 7 and above, outside classrooms when moving around communal areas where social distancing cannot easily be maintained. <p>Lunch:</p> <ul style="list-style-type: none"> • School meals may be served in the hall on a Bubble/POD rota basis, all tables and chairs are cleaned before the next Bubble/POD is due. School meals may also consist of packed lunches which are delivered to each Bubble/POD and left outside the classroom door. • Movement along corridors is kept to a minimum. • The school has assessed and where possible, put measures in place which avoids pupils moving from one POD/Bubble to another and ensures where possible pupils do not need to move through another POD/Bubble to get to the toilet. • All outside areas have been assessed and where possible each Bubble/POD has been designated its own outside 	4	1	4
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				<p>area, where this is not possible a bubble/pod rota has been put in place.</p> <ul style="list-style-type: none"> • In early years settings, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. • In situations indoors where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors whilst acknowledging some individuals may be exempt. • Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Individuals must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. <p>Within the Bubble/POD</p> <ul style="list-style-type: none"> • In order to reduce the risk of transmission all pupils are kept in consistent groups/POD's/Bubbles. • Bubbles / Pods are smaller with school being partially open to vulnerable and critical worker pupils only. The school will discuss further with Compliance Education if numbers are high. School will communicate with parents the need to keep their child at home if they can. • Pupils who are old enough, are seated at forward facing desks, laid out side by side. • Older pupils are encouraged to keep their distance. • Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres) 				
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					<ul style="list-style-type: none"> • Teachers where possible will adapt teaching to minimise face-to-face contact. • Teachers who operate across different class bubbles/pod's in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff. • Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact • The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and none-fire doors are opened. • Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions. • Each pupil is allocated their own pens, pencils etc. • All learning resources that are shared between Bubbles/PODs are cleaned or where possible placed in isolation for 48-72 hours before cleaned and used by another Bubble/POD • When it is deemed vital to our pupils learning, will we introduce a homework and reading book timetable that will take into consideration the risk of cross contamination between home and school. All books and homework brought back into school for marking are placed in isolation for 48-72 hours before being marked by the teacher. • Marking homework will take place in school to reduce the risk of cross-contamination. <p>Early Years Foundation Stage</p> <ul style="list-style-type: none"> • All soft furnishings, hard to clean equipment and excess furniture has been removed from the Bubble to enable the ease of cleaning and to provide more space to aid social distancing. • As we take children between 2 to 5yrs, the school ensures that at least one member of staff holds a current Paediatric First Aid certificate on occasions when this is not possible due to staffing issues the school will ensure that someone with a current First Aid at Work or Emergency Paediatric First Aider is in attendance. 			
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				<ul style="list-style-type: none"> • EYFS Staff to child ratios are adhered to and when necessary any new entrants (level 2 or 3) are counted as a member of staff even if they have not completed a Paediatric First Aider course. (EYFS have agreed to waiver this rule due to COVID) • All essential professionals such as social workers, speech and language therapists or counsellors, or professional EHC support workers only attend if they need to and visits are kept to a minimum. <p>Nappy or Pad Changing</p> <ul style="list-style-type: none"> • Parents/carers are requested to ensure their child has a clean new nappy/pad on when they arrive at school. This is to minimise the number of nappy/pad changes throughout the day. • Where possible staff are to stand side-on when changing nappies/pads and to wipe away from themselves. • Suitable personal protective equipment is available Disposable gloves Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within the 2 metres social distancing rule. • Once used all PPE is disposed of together with the nappy. • Hands are washed before and after each nappy/pad change. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids, were possible alternative staff should undertake this duty. • Where possible potty training should be implemented <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> • Ensure all predetermined routes are clearly sign posted/marked. • Protective screening is erect where required • All unnecessary furniture is removed and stored safely. • All internal ventilation systems are checked to ensure they comply with current guidance and are maintained. 			
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				<ul style="list-style-type: none"> • The school will manage contractors to ensure all works carried out do not have an impact on the staff and pupils health. • The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. • The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing • The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. • Rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day • Will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained. • Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. • Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment • Vending machines are wiped down regularly. <p>Catering Manager Department/Contractor https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> • The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. • The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. • The catering staff will ensure food is bought from reputable sources and used by recommended date. • The Catering staff will ensure personal hygiene and handwashing is maintained. 				
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					<ul style="list-style-type: none"> • The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. • The catering staff will clean and disinfect food storage and preparation areas. • The catering staff will ensure a clean uniform is worn each day. • The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?) • The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time. • The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. • The Catering Manager/Contractor will look at ways to protect staff whilst serving. • Screen have been erected where necessary • Contactless payments are implemented <p>Library Department</p> <ul style="list-style-type: none"> • The School will keep abreast of all current guidelines in relation to library safety. • The school will review their staff rota so social distancing in the office is maintained. • The school will review their collection and return books process. • The school will monitor and manage the number of persons in the library at any one time. • Rooms are well ventilated <p>Drama, Music etc</p> <ul style="list-style-type: none"> • The Head of Departments will keep abreast of all current guidelines in relation to their specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind • Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres) • Group numbers will be limited to allow for social distancing, group activity and movement. 			
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				<ul style="list-style-type: none">• Peripatetic teachers can move between schools, for instance, but you should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupil <p>Playing Outdoors</p> <ul style="list-style-type: none">• Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. <p>Playing Indoors</p> <ul style="list-style-type: none">• If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance.• Background music should be managed so staff and pupils do not need to raise their voices unduly. <p>Singing, wind and brass playing</p> <ul style="list-style-type: none">• Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.• Singing, wind and brass playing should NOT take place in large groups• A natural airflow of (at least 10l/s/person)• Strict social distancing and the following are maintained. <p>Social Distancing</p> <ul style="list-style-type: none">• The activity should take place in smaller groups• Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s)• Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons. <p>Seating Positions</p> <ul style="list-style-type: none">• Pupils should be positioned back-to-back or side-to-side when playing or singing				
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				<ul style="list-style-type: none"> • Wind and brass player should be positioned so the air from the instrument does not blow into another player. <p>Microphones</p> <ul style="list-style-type: none"> • Microphones can be used but not shared. • Use microphones where possible or encourage singing quietly <p>Handling Equipment and Instruments</p> <ul style="list-style-type: none"> • Staff and pupils should wash their hands before and after handling equipment or instruments • Avoid sharing equipment (place name labels on equipment). • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users • Where possible the instrument should be cleaned by the pupil playing them <p>Heads of Department (Maths, English, Geography etc)</p> <ul style="list-style-type: none"> • The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc • The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. • All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. • Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups. • Practical sessions are programmed in various rooms around site and at different times to reduce the movement of persons around the building and to ensure each classroom is cleaned before being used by another year group. • Rooms are well ventilated <p>Heads of Department (DT, ART, Cookery, Science etc)</p> <ul style="list-style-type: none"> • The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. 				
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				<ul style="list-style-type: none"> • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. • Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups • All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. • Students will be instructed to maintain good hand hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained. • Rooms are well ventilated <p>PE etc</p> <ul style="list-style-type: none"> • The Head of Department will keep abreast of all current guidelines in relation to their specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind • Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls • Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. • Schools must only provide team sports on the list available at return to recreational team sport framework • Pupils are kept in consistent groups • Sports equipment is thoroughly cleaned between each use by different individual groups • Outdoor sports are prioritised where possible and large indoor spaces used where it is not. • Maximising distancing between pupils • Scrupulous attention to cleaning and hygiene - this is particularly important in a sport setting because of the way in which people breathe during exercise. 				
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			<ul style="list-style-type: none"> In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>Offices/Reception</p> <ul style="list-style-type: none"> A staff rota is in place in order to maintain social distancing in offices. Where possible staff are asked to work from home. Where necessary temporary offices are created around the school and/or screens are erected. Touch points on equipment will be wiped down regularly. <p>Reception Area</p> <ul style="list-style-type: none"> The reception area is fully enclosed with a screen and where necessary a protective screen has been installed to the reception desk. Only essential visitors and contractors are allowed on site and by appointment only. Visitors are discouraged from gathering in large groups. All unnecessary furniture in the reception area has been removed. Where possible staff will refrain from having close face to face contact with others Rooms are well ventilated <p>See School Plan for further details on how each department will manage and implement COVID safety measures.</p>				
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15	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE for cleaners as per MSDS and/or COSHH risk assessments PPE for cleaners when completing a Deep Clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders <p>Nappy or Pad Changing (PPE)</p> <ul style="list-style-type: none"> Disposable gloves 	4	1	4

16	Unable to stop the virus from spreading General Cleaning	4	3	12	<ul style="list-style-type: none"> Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within 2 metres social distancing rule <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 	4	1	4	
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17	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing. Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants 	4	1	4
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				<ul style="list-style-type: none"> • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, • Upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known • Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be put in with the normal waste • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste • If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate 				
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Pupils mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> The school has assessed the need to resume breakfast and after-school provision. Pupils where possible will be placed in year group / POD. A basic breakfast will be provided. Physical sports and activity groups will follow the same regulations as the PE curriculum https://www.sportengland.org/how-we-can-help/coronavirus <ul style="list-style-type: none"> https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation 	4	1	4	
Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities when it is ready and feels the school, the club or organisation can maintain a COVID-safe environment. The school will ensure all necessary building and grounds comply with government, sports, and performing arts guidance (example ventilation) School will carry out all necessary due-diligence to ensure the club or organisation hiring the facilities have all the necessary qualifications and have provided the school with sufficient information on how they will ensure all persons attending and your facilities will be kept COVID-safe. A COVID contract will be drawn up. Where necessary a Coronavirus QR code will be obtained via https://www.gov.uk/create-coronavirus-qr-poster and displayed 	4	1	4	
Arranging and/or attending inappropriate Educational Visits	4	3	12	<ul style="list-style-type: none"> There will be no educational visits at this time. When advice changes, school will undertake the following process: <ul style="list-style-type: none"> No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits. All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. All Educational Visits will be checked and approved by the Head Teacher prior to the trip taking place. 	4	1	4	

				<ul style="list-style-type: none">• Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority)• EYFS trips to parks and public spaces are restricted to small groups in line with the wider government or local guidance• Example the 'rule of 6' and social distancing from all other park users is maintained.				
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ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Children of critical workers and vulnerable children who can access schools or educational settings	https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfе-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res

	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/ https://edtech-demonstrator.lgfl.net/ https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings

	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date