

<b>RISK ASSESSMENT</b>	<b>School Opening in Full September 2020 Rev March 2021</b>		<b>Wootton Upper School</b>
Assessment completed by:	Date Completed:	11/03/21 K.H	
PRINT NAME: ELT H&S Sub Group	Next Review Date Due:	WEEKLY or as circumstances change if sooner	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education), illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> <li>All staff and pupils when not in setting to follow government <a href="#">guidelines</a> and Stay alert (<b>NB</b> School has no control over this).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>This is on website, in bulletins and newsletters</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Protocols for teachers, support staff, students and parents inc out of school</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Settings to follow DFE <a href="#">Guidance full opening for Schools in September</a> on Coronavirus.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Schools to check this guidance as it is regularly updated with new practices. <b>By ELT H&amp;S group – leads the daily briefing to SLT on each site</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>SLT to discuss daily situation at school and what is happening nationally. <b>SLT feed into ELT H&amp;S group de-brief at the end of each day (review regularity at Easter)</b>, complete monitoring form</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Review all activities to consider and manage risk of Coronavirus. <b>ELT H&amp;S group to initially brief SLT each evening. Zone leader/SLT to brief staff in their zone each morning. SLT daily walk of site to monitor RA measures adhered to and use of CCTV by Estates Team/SLT</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Minimise staff movement between site, where necessary handwashing upon exit and entry to site.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Staggered and reduced social time and within bubbles</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Practical lessons-risk assessment before introducing. Specific guidance for HoD provided, led by H&amp;S competent person.</b></li> </ul>	Y	Y
<ul style="list-style-type: none"> <li><b>Built in cleaning routines within bubbles</b></li> </ul>	Y	Y			
<ul style="list-style-type: none"> <li>Develop or update your school <a href="#">Flu Plan</a> for dealing with second wave or loss of critical staff for example Headteacher, Senco, site agent. <b>Every critical member of staff needs an identified deputy.</b></li> </ul>	Y	Y			

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			<ul style="list-style-type: none"> <li>Display free <a href="#">poster</a> on “catch it, bin it kill it poster” in toilets and staff notice boards. <b>Action across both sites</b></li> <li>Provide tissues for all classrooms and wipes suitable for viruses. <b>Adequate supply</b></li> <li>Ensure robust cleaning of high contact surfaces throughout the day. <b>SLT/Zone leader leads expectations and reports concerns. Teacher protocols, support staff protocols, full cleaning in morning. One cleaner rotating during the day. Consider allocating cleaning duties to support staff, when required. Touch point regime.</b></li> <li>Obtain advice where required from H&amp;S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email (<b>Competent person</b>) <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></li> <li>COVID 19 is RIDDOR <a href="#">reportable</a> and should be reviewed if member of staff dies <b>use current system</b></li> <li>Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing between bubbles, handwashing. <b>Curriculum planning</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> <li>Consultation with Unions and communication with non-union staff on risk assessment and its control measures. <b>GL/ELT H&amp;S</b></li> <li>School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school. <b>In addition to existing plan, will be updated as Teams is expanded.</b></li> <li>School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting. <b>Risk assessment template is adequate in all areas and externally verified by H&amp;S Competent person: Cousins Safety Ltd – Sherryl Cousins Chartered Safety Practitioner, OSHCR Registered Consultant</b></li> <li>Review staffing availability with changes in <a href="#">shielding</a> from the 1<sup>st</sup> August and create “bubbles or groups” following DFE <a href="#">guidance</a> this could be year classes, half's and year groups. <b>Curriculum planning based on year group bubbles. Staff survey, induction and phased return by year group.</b></li> <li>Adequate class spaces to teach groups – there is no social distancing between students in bubbles. Create 2m between student and teacher</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
New variant of COVID19 that can increase transmission by 50-70%	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of	<ul style="list-style-type: none"> <li>• Thereafter Secondary age pupils to be tested 2 times a week using home testing kits</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary schools staff to be offered LFT home tests 2 times a week.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary schools pupils have a lateral flow test but is not a requirement to have had one as a condition of being allowed to return to school from 8<sup>th</sup> 15<sup>th</sup> March 2021.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary school aged pupils to wear face coverings in all indoor areas including classrooms, corridors. TO BE REVIEWED AT EASTER.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary school staff must maintain 2m social distancing and have the option to wear a face covering.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Contingency planning in place for delivering remote education and face to face lessons for children self-isolating</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Access to current accurate data on local rates of transmission</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Daily review of COVID19 cases in school</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary school aged pupils to wear face coverings in all indoor areas including classrooms, corridors. TO BE REVIEWED AT EASTER.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Secondary school staff must maintain 2m social distancing and have the option to wear a face covering.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Existing control measures in place and are closely monitored and control measures adapted or new measures introduced following scientific advice.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Implementation of offer of 3 Lateral flow tests for Secondary age pupils in school from the 8<sup>th</sup> 15<sup>th</sup> March then continuation of 2 x home testing a week.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Adequate staff and volunteers available and trained to oversee and manage lateral flow testing as per guidance.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Separate risk assessment completed for lateral flow testing and control measures in place before pupils return.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.</li> </ul>	Y	Y

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				In Place	Adequate
		staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> <li>Parents to wear face coverings within school grounds when dropping off or picking up pupils.</li> </ul>	Y	Y
Asymptomatic person (staff or pupil) in school	Staff, pupils, families of staff and pupils	Increasing spread of Virus resulting in time off work or away from	<ul style="list-style-type: none"> <li>Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week.</li> <li>Implementation of offer of 3 Lateral flow tests for Secondary age pupils in school from the 2nd March then continuation of 2 x home testing a week.</li> <li>Signpost staff and pupils over the age of 16 to use NHS Covid19 app</li> </ul>	Y Y Y	Y Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
	attending school	school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> <li>Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.</li> <li>Everyone continues to follow good hygiene practices and observe social distancing measures whether or not they have been tested..</li> <li>Adequate staff and volunteers available and trained to compete lateral flow testing as per guidance.</li> <li>Separate risk assessment completed for lateral flow testing and control measures in place before pupils return.</li> </ul>	Y Y Y Y	Y Y Y Y
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> <li>Review workforce to identify staff in <b>extremely clinically vulnerable category</b> as per <a href="#">guidance</a> Shielding for this group will be paused from the 1<sup>st</sup> August 2020 and they should be able to return to work if COVID secure – but can carry on working from home if they can. <b>Accurate spreadsheet in place</b></li> <li>Complete individual risk assessment for staff extremely clinically vulnerable. <i>Individual risk assessment agreed with member of staff, where appropriate.</i></li> <li>Review workforce to identify staff in <b>clinically vulnerable</b> category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the 'clinically vulnerable' category) should work from home where they can and should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <a href="#">guidance</a>. <i>Individual risk assessment agreed with member of staff, where appropriate.</i></li> <li>Pregnant staff review working arrangements and update pregnancy risk assessment. <i>Individual risk assessment agreed with member of staff, where appropriate.</i></li> </ul> <p><b>Clinically extremely vulnerable</b></p>	Y Y Y Y	Y Y Y Y

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				In Place	Adequate
			<ul style="list-style-type: none"> <li>Review workforce to identify staff in <b>clinically vulnerable category</b> as this has changed as per <a href="#">guidance</a></li> </ul> <p><u>Clinically Vulnerable</u></p> <ul style="list-style-type: none"> <li>Complete individual risk assessment for staff who are clinically vulnerable and have requested a RA.</li> <li>It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <del>guidance</del> or upon request.</li> <li>Staff who are clinically vulnerable may continue to attend school in line with current guidance.</li> <li>Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health <a href="#">advice</a> for employers and pregnant women and Government <a href="#">advice</a>.</li> <li>Follow advice for women from 28 weeks gestation or with underlying health conditions at any gestation who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. Social distancing measures must be in place – In early Years and Primary schools this may result in them working from home.</li> <li>In some cases pregnant where women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply</li> </ul>	Y	Y
Living with a shielded or clinically vulnerable person	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> <li>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. <b>Protocols/letters for parents</b></li> <li>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: <a href="#">COVID-19: guidance on shielding and protecting people defined on</a></li> </ul>	Y	Y
Staff or pupil				Y	Y

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			<p><a href="#">medical grounds as extremely vulnerable</a>, from the 1<sup>st</sup> August they can attend the school setting. <a href="#">Protocols/letters for parents</a></p> <ul style="list-style-type: none"> <li>• <a href="#">School to discuss any concerns with parents and provide reassurance on the measures the school are putting in place to reduce any risks.</a></li> </ul>	Y	Y
Pupils who are shielding or self isolating	Pupils and		<ul style="list-style-type: none"> <li>• Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) <a href="#">Protocols/letters for parents</a>. <a href="#">Distance learning</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• <a href="#">The advice for pupils who remain in the clinically extremely vulnerable group is that they should not attend school while shielding applies nationally.</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• <a href="#">School can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• <a href="#">Children who live with someone who is clinically extremely vulnerable, but who is not clinically extremely vulnerable themselves, should still attend education or childcare.</a></li> </ul>	Y	Y
Lack of social distancing in school	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be	<ul style="list-style-type: none"> <li>• School to follow latest Government <a href="#">advice</a> to minimise contact between individuals and maintain social distancing. Older children between pupils and staff and between bubbles.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Display signage to remind people to socially distance.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• <b>Travel to and from school</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Parents and pupils informed and encouraged to not use public transport. <a href="#">Parent protocols/letters</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Where pupils have to use public transport as it is totally necessary this should not be during peak times (stagger start and end times).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Families using public transport should be referred to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>	Y	Y





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			<p>should be managed. Teachers to move classrooms. <b>Minimising movements, timetabling, designated zones for bubbles except for practical subjects.</b></p> <ul style="list-style-type: none"> <li>The groups will not cross over and there will be as little as contact as possible with the groups in school. (separate areas in playground etc) <b>No cross over of pupils within timetable, designated handwashing, toilets, separate break/lunch zones with staggered timings, coloured lanyards to support supervision of social distancing.</b></li> <li>Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group without being cleaned. <b>No sharing of stationery. Cleaning regime for equipment included in lesson risk assessment. Staff protocol/training.</b></li> </ul>	Y	Y
Lack of social distancing in school (Continued)			<ul style="list-style-type: none"> <li>No sharing of resources between “groups” unless thoroughly cleaned using a diluted bleach solution. For example, maths resources or left for 72 hours between use. <b>No text books shared across different year group bubbles. Majority of lessons in group classrooms, all lessons in bubbles unless social distancing can be maintained and thorough cleaning regime in place. RA for practical lessons to include cleaning regime</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Removing and storing unnecessary furniture to create more space in classrooms. <b>Where possible</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Class sizes can be back to normal where excess furniture is removed allowing for 2m between teacher and pupils. <b>Estates Set up, teacher checklist</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Consider removing excess furniture off site so all classrooms can be utilised. <b>Where possible</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Provide talks to children on “social distancing” from teacher and other bubbles. <b>Parent/pupil protocols/letters, website, virtual assemblies, guidance, lanyards</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Where possible keep a window open for ventilation. <b>Staff protocols</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) <b>Staff protocols</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Pupils to remain within their bubbles as much as possible <b>Timetabling, lanyards, designated zones, staggered starts, breaks, lunch etc</b></li> </ul>	Y	Y

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				In Place	Adequate
			<b>Secondary schools</b> <ul style="list-style-type: none"> <li>Consider staff moving first then pupils (for lessons such as maths into learning groups). <b>Staff protocol, one way systems, Face coverings to be used in communal areas/corridors</b></li> <li>Staff to monitor corridors for change over to ensure social distancing is observed between groups. <b>Staff protocol, increased no. of staff supervising</b></li> <li><b>Face coverings to be worn in classrooms by pupils (to be reviewed at Easter)</b></li> <li>Pupils informed not to touch or get close to a member of staff. <b>Pupil/parent protocols, marked in classroom, assemblies, guidance, behaviour policy</b></li> </ul>	Y	Y
Lack of social distancing in school (Continued)			<b>Social and breaktimes</b> <ul style="list-style-type: none"> <li>Stagger breaks lunches and breaks to keep groups separate. <b>Curriculum plan. Allocated break out space. Coloured lanyards to support supervision. Break and lunch times shorter.</b></li> <li>Pupils to wash hands thoroughly before going out for break/lunch. <b>Curriculum plan incorporates handwashing</b></li> <li>Zone playground (provide markers to keep groups away from each other) <b>Zone social areas and times. Coloured lanyards to support supervision</b></li> <li>Balls and equipment can be used if kept within “bubble” or cleaned thoroughly between bubbles.</li> </ul> <b>In the Dining hall</b> <ul style="list-style-type: none"> <li>Groups are brought to dining hall at staggered times and areas are cleaned down thoroughly between groups. <b>No use of dining room. Eat in zoned social areas or classroom. Designated serving spaces. Limited menus</b></li> <li>Pupils to sit with their own “group” and not mix with other groups or</li> <li>Group to sit and eat back in their classroom.</li> <li>Pupils to clear away own plates and cutlery. <b>Grab and go options only</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

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			<ul style="list-style-type: none"> <li>Staff working in dining hall to wash hands frequently and maintain social distancing from pupils <b>Staff training and supervision</b></li> <li>Staff supervising to stand 2 metres away from pupils and other staff. <b>Staff protocol/training</b></li> <li>Consider using additional serving spaces for food to prevent pinch points for example food carts. <b>Limited menu, pre-paid to keep flowing through the area</b></li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded.</li> <li>Induction provided to supply staff on arrangements for managing the risk of Covid19. <b>Staff protocol, Covid19 induction</b></li> <li>School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc. <b>In place</b></li> </ul>	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y
Lack of social distancing in school (Continued)	Staff, pupils and family members	Illness Death	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. <b>Staff protocols, zone leaders, assemblies, guidance, use of CCTV to monitor adherence.</b></li> <li>Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping groups separate. This includes monitoring corridors and toilets at breaktimes and lunch. <b>At WUS use admin to support groups, use of lanyards for ease of distancing groups</b></li> <li>Consider keeping any marking floors in corridors showing 2 m gaps (brief transitional contact such as passing in corridor is low risk as per government guidance between groups) <b>in place</b></li> <li>Display laminated social distancing posters around the school (classrooms and corridors) <b>in place</b></li> <li>Review corridors and staircases and consider one way systems – where implemented look to maintain these. <b>in place</b></li> <li>Display signage for any one way system implemented. <b>in place</b></li> </ul>	Y Y Y Y Y Y	Y Y Y Y Y Y

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			<ul style="list-style-type: none"> <li>In corridors fitted with automatic fire door release keep doors pinned back. <b>in place</b></li> <li>Separate toilets where possible for different bubbles or effective regular cleaning.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Staffroom</b> maintain social distancing (chairs and tables should be 2m apart) Remove furniture to maintain 2m, limit to 1 in kitchen area.</li> <li>Provide other spaces for staff to have lunch social distancing (this may be an office or in their classroom, library)</li> <li>Staff to wear face covering in these areas when not eating.</li> </ul>	Y	Y
			<p><b>Offices and meeting rooms –</b></p> <ul style="list-style-type: none"> <li>Accommodating staff in offices and maintaining social distancing (marking desks where staff can sit). Some may have to still work from home if social distancing cannot be managed or on a rota. Sign for each office with no. of staff allowed in, lines marked up to maintain social distancing.</li> <li>Consider installing Perspex barriers between staff that are closer than 2m. If required.</li> <li>Maximum occupancy numbers on meeting rooms/offices. <b>in place</b></li> <li>Staff to wear face coverings in communal spaces including shared offices and meeting rooms.</li> </ul>	Y	Y
			<p><b>School Reception</b></p> <ul style="list-style-type: none"> <li>Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand <b>Visitor protocols, glass barrier, visor</b></li> <li>Parents encouraged to phone or email rather than come to the Reception office. <b>Parent protocol/letter</b></li> <li>Parents encouraged to pay electronically rather than cash which should be placed in an envelope. <b>In place</b></li> <li>Implementing “drop zones” for passing materials between people including deliveries. <b>In place in classrooms</b></li> <li>Drivers must also have access to handwashing facilities or sanitiser.</li> <li>All visitors to wear a face covering incl. delivery drivers</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y



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Access to curriculum such as Music			<ul style="list-style-type: none"> <li>Consider team sports that have been approved by the government list available at grassroots sports guidance.</li> <li>If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. No external facilities used without RA signed off</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Highlight on timetable for staff. Staff protocol.</li> <li>Outdoor playground equipment will be cleaned more frequently.</li> <li>No fixtures between other schools until wider grassroots sports for U18's is permitted.</li> <li>Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so</li> <li>No face coverings to be worn in PE.</li> <li>Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Pupil/parent protocol/letters</li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning/sanitising, cleaning of the resources and rotation should apply to these resources. Staff/pupil protocol. Use of drop boxes</li> </ul>	Y	Y
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	
			Y	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>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.</li> <li>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li>Seating positions -Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player</li> <li>Microphones - Use microphones where possible or encourage singing quietly.</li> <li>Handling equipment and instruments</li> <li>Regular handwashing.</li> <li>Avoid sharing equipment unless disinfected (includes packing cases, handles, props, chairs, microphones, headphones and music stands)</li> <li>Students should clean the instruments they are playing on.</li> <li>Equipment such as keyboards etc should be cleaned between use.</li> <li>Curriculum risk assessment should be in place for all lessons.</li> <li>1:1 music lesson to continue remotely or held in a large space where teacher can be socially distanced.</li> <li>Peripatetic music teachers can deliver lessons in school and they should wear a face covering and maintain 2m social distancing – complete a separate risk assessment.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Staff or pupils comes into school when they feel unwell	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> <li>Communication sent to all staff informing them they should remain at home if they are displaying any symptoms this is included in parents guide /agreement.</li> <li>School to refer staff and pupil for COVID19 Testing</li> </ul>	Y	Y



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <ul style="list-style-type: none"> <li>• Communication with parents/carers for example in parental guide/agreement informing them of the measures that if their child displays the following symptoms, they should self isolate for 10 days (10 days for a household): <ul style="list-style-type: none"> <li>- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- Loss of sense of smell or taste</li> <li>- Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline.</li> </ul> </li> <li>• This information is displayed on school website and in letter to parents.</li> <li>• School to provide home testing kit (if available)</li> <li>• The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.  Covered by staff pupil parent protocols/letters/training	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> <li>• Refer to Public Health and DFE <a href="#">Guidance</a> for Schools on Coronavirus.</li> <li>• School knows contact details of Local <a href="#">Public Health Protection Team</a></li> <li>• If a Pupil displays the following symptoms, they should self isolate for <b>10 days</b> if they have either: <ul style="list-style-type: none"> <li>- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- Loss of sense of smell or taste</li> <li>- Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline.</li> </ul> </li> <li>• All members of their households (including siblings) should self isolate for <b>10 days</b> and this is to will help to protect others in the community while they are infectious.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
First Aid protocols linked to Covid-19			Following <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>		
			<ul style="list-style-type: none"> <li>Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. <b>Sufficient stock on site. First aid procedure, training.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people. <b>Lab 6</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. <b>Lab 6</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave <b>First aider to inform Estates if used so full clean undertaken.</b> If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. <b>In place</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Make sure that children and young people know to tell a member of staff if they feel unwell. <b>Pupil protocol, assemblies, guidance</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Call 999 if they are seriously ill or their life is at risk.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste. <b>Contracted cleaners and housekeeper aware of requirements</b></li> </ul>		
			<ul style="list-style-type: none"> <li>Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>. <b>Contracted cleaners and housekeeper aware of requirements</b></li> </ul>	Y	Y
				Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>The school or setting to remain open and close if there has been 2 confirmed cases in 14 days and advised to close by Local <a href="#">Public Health Protection Team</a></li> </ul>		
<p>Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. (Continued)</p> <p>Staff and parent protocols/letters/training</p>	Staff, pupils, visitors, contractors	<p>Illness resulting in time off work or away from school (loss of education). Death</p>	<ul style="list-style-type: none"> <li>If a staff member displays the following symptoms, they should be sent home and advised to self-isolate for <b>10 days</b> if they live alone and have either: <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>Loss of sense of smell or taste</li> </ul> </li> </ul> <p>or self isolate for 10 days if they live within a household. The other member of the household should self isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline.</li> <li>School to refer staff for COVID19 Testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>School to provide home testing kit (if available)</li> <li>The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> </ul>	Y Y Y Y	Y Y Y Y
<p>Parents/staff refusing to get tested or provide result of the test <a href="#">LFT or PCR test</a>.</p> <p>Parents not providing consent for lateral flow test</p>	Staff pupils	<p>Unknown prevalence of virus</p> <p>Spread of the virus leading to</p>	<ul style="list-style-type: none"> <li>Staff only – Obtain advice from HR. <b>Staff protocols</b></li> <li>In parents and staff guide there is clear information that they must inform the school immediately of the results test. <b>LFT or PCR, Parent protocols/letters</b></li> <li>If test negative then member of staff and pupil can stop isolating and return to school. <b>As per appropriate protocol</b></li> <li><b>See separate risk assessment for LFT for Secondary and Primary schools</b></li> <li><b>% of uptake in lateral flow testing is recorded and tracked for staff and pupils.</b></li> <li><b>Record kept of those pupils who do not take part in lateral flow tests and if later test negative due to experiencing symptoms.</b></li> </ul>	Y Y Y Y Y	Y Y Y Y Y



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> <li>Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves.</li> </ul> <p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <ul style="list-style-type: none"> <li>Where 2 or more conformed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice. <b>and follow LA reporting system.</b></li> </ul>	Y	Y
				Y	Y
Lack of handwashing leading to spread of Coronavirus  Staff and Parent protocols	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>Print off laminate and display <a href="#">Coronavirus handwashing</a> poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. <b>In place. Sanitiser stations at entry points to site/zones</b></li> <li>Request visitors wash/sanitise their hands <b>receptionists to require visitors to wash or sanitise before moving elsewhere on site</b> <ul style="list-style-type: none"> <li>Educate pupils and staff on the importance of destination handwashing <ul style="list-style-type: none"> <li>before leaving home</li> <li>on arrival at school</li> <li>after using the toilet</li> <li>after breaks and sporting activities</li> <li>when they change rooms</li> <li>before food preparation</li> <li>before eating any food, including snacks</li> <li>before leaving school</li> </ul> </li> </ul> </li> </ul> <p>Display handwashing <a href="#">poster</a> in all toilets <b>(entrance and inside)</b></p> <ul style="list-style-type: none"> <li>Changes to timetabling to provide extra time in the school day every day for handwashing. This will need to be staggered in line with group breaks and lunches to avoid bottle necks in toilets. <b>Timetabled, staggered and designated handwashing areas.</b></li> </ul>	Y	Y
				Y	Y
				Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Sanitising stations..In place</li> <li>Set time aside for regular training and reminders on handwashing – Use free training and information resources such as <a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">ebug</a> for pupils and short how to wash your hands videos <a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be</a> assemblies, guidance</li> <li>Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. Adequate supplies</li> <li>Bins emptied daily Estates checklist.at least</li> <li>Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational. (Estates/housekeeping checklist)</li> </ul>	Y Y  Y Y Y	Y Y  Y Y Y
Lack of handwashing leading to spread of Coronavirus (cont)  Estates checklist			<ul style="list-style-type: none"> <li>Where possible pupils must use liquid soap and water for washing hands</li> <li>Provide hand sanitisers (at least 60% alcohol content) for the following areas for example as a minimum:- <ul style="list-style-type: none"> <li>➤ School entrance where visitors and staff sign in</li> <li>➤ Classrooms (where the use can be supervised by the class teacher).</li> <li>➤ ICT room</li> <li>➤ Meeting rooms</li> <li>➤ Dining hall (supervised by kitchen or midday staff)</li> </ul> </li> </ul>	Y Y	Y Y
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing  Estates checklist	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational.</li> <li>Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. Consider additional hand washing stations.</li> <li>Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained.</li> <li>Remove any fabric towels (multi use) and use hand dryers or single paper towels</li> <li>Display handwashing posters in toilets.</li> </ul>	Y  Y Y Y Y	Y  Y Y Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Ineffective use of face coverings	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>School behaviour policy includes expectations on handwashing, social distancing etc. <b>In place</b></li> <li>Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). <a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be</a> <b>Assemblies, guidance</b></li> <li>Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>In all secondary schools that teach year 7 and above the published guidance advises that all pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained such as corridors and communal areas wear face coverings.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>In secondary schools face coverings to be worn by pupils in Classrooms to be reviewed at Easter)</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Secondary school staff must maintain 2m social distancing and have the option to wear a face covering.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>School to be aware of staff and pupils who are exempt from wearing face coverings. This applies to those who: <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> </li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>No blanket exemptions for conditions such as asthma but on individual basis</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Face coverings to be put on and removed carefully</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>School process in place for when face coverings are worn and how they should be removed.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Information and posters provided to staff and pupils visitors on the arrangements for face masks including areas to be worn and on how to don and doff face coverings.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Pupils/staff instructed not to touch the front of their face covering during use or when removing it.</li> </ul>	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Disposable face masks must be disposed of in normal waste and not recycling bin.</li> <li>Monitoring of students and staff wearing face coverings correctly and reminders on how to wear.</li> <li>Face covering when not worn are removed and placed in an individual sealable plastic bag between use and hands washed before and after removal</li> <li>School will have a small contingency supply of face coverings if they have been forgotten, soiled or unsafe.</li> <li>Clear procedures in place and communicated to staff and pupils on when they can wear face coverings.</li> </ul>	Y	Y
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> <li>No assemblies instead use platforms such as Teams/Zoom etc In place</li> <li>Review lettings in view of government guidance – review letting risk assessments for Covid19. Initially no indoor lettings when school reopens.</li> <li>Limit meetings with parents for serious issues and maintain social distancing Parents/visitors on site by appointment only. Parent protocol/letters</li> <li>Use Microsoft Teams/Zoom for meetings/parents evenings to prevent face to face contact.</li> <li>Only recommence lettings including grassroots sports based on national restriction.</li> </ul>	Y Y	Y Y
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> <li>All alcohol-based gels are in an area which are supervised or monitored by staff. Staff protocol</li> <li>Older pupils (secondary school age) permitted to carry and use their own supply of alcohol hand gel. Parent letters</li> </ul>	Y Y	Y Y
Location of wall mounted gels at a height that could get into a pupil's eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> <li>Any wall mounted pumps are at a position that is not in line with pupils head. In place</li> <li>Site team to check daily supplies in all toilets and refill sanitiser stations. Consider using daily toilet check sheet. Estates Checklist</li> </ul>	Y Y	Y Y



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack or ineffective cleaning of high contact surfaces or between groups or resources  <b>Estates checklist</b>	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> <li>• Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example:               <ul style="list-style-type: none"> <li>➤ Door keypads</li> <li>➤ Door Handles (could classroom doors be kept open)</li> <li>➤ Payment systems –<b>Wisepay</b> or pupils just bring in lunches and sit at their desks/<b>break out zones</b></li> <li>➤ Keypads entries (on release during the day) except main entrance not without compromising safeguarding</li> <li>➤ Signing in electronic pads (book and visitors use own pen or wipe after each use)</li> <li>➤ ICT equipment wiped between each use <b>Adequate supply of wipes/staff protocols</b></li> <li>➤ Resources (rulers etc) pupils to have their own stationary packs.</li> <li>➤ Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps</li> </ul> </li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Identify how to manage these areas effectively (for example through elimination for example no fingerprint recognition for lunch payments)</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Either provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Throughout the day the cleaners or site team should be cleaning high contact surfaces               <ul style="list-style-type: none"> <li>➤ door handles into classrooms</li> <li>➤ key pad entry systems</li> <li>➤ corridor doors hand plates</li> <li>➤ toilet doors, hand plates</li> <li>➤ classroom desks</li> </ul> </li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Cleaning schedule in place for               <ul style="list-style-type: none"> <li>➤ More frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified)</li> <li>➤ Toilets</li> </ul> </li> </ul>	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>➤ Resources used between bubbles</li> <li>➤ Play equipment</li> </ul>		
Lack or ineffective cleaning of high contact surfaces  (continued)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<p>with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• For bleach – as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates. <b>Or another product suitable against viruses BS EN14476</b></li> <li>• Refresh solution every 24hrs for continued effectiveness.</li> <li>• Spray onto a cloth onto high contact surfaces (see safe use of bleach <a href="#">guidance</a> and COSHH Bleach <a href="#">template</a> risk assessment – available to all staff)</li> <li>• Do not spray tables when pupils are seated at them.</li> <li>• Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall.</li> <li>• Spray bottles must be kept out of reach of children and used with disposable gloves.</li> <li>• Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet).</li> <li>• Also clean with this solution classroom sinks and taps (high volume contact surfaces).</li> <li>• Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys</li> <li>• Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH <a href="#">assessment</a> completed.</li> <li>• The has an adequate and maintained supply of personal and domestic cleaning products available for school.</li> <li>• Cordon off any external play equipment (unless it can be cleaned between each group using it)</li> </ul>	Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Limit resources taken home to school and school to home.</li> <li>Staff should wash their hands after handling any text books used by students <b>Staff protocol/training</b></li> <li>Do not share common resources between <b>bubbles</b> unless cleaned with a diluted bleach solution (for example maths counting blocks). <b>Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.</b></li> <li><b>Pupils and teachers allowed to take books and other shared resources home but cleaning of the resources and rotation should apply to these resources.</b></li> <li>Signage displayed to remind staff and pupils to wash/sanitise their hands and not touch their faces</li> </ul>	Y Y Y Y Y	Y Y Y Y Y
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> <li>Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” <b>Staff checklist</b></li> <li>Display around school “catch it bin it kill it” posters around school and remind staff and pupils. <b>In place</b></li> <li>School to support pupils (could be those with complex needs <del>or younger children</del>) to get this right.</li> <li>Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. <b>n/a</b></li> </ul>	Y Y Y Y	Y Y Y Y
Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> <li>Follow HSE guidance on Heating ventilation and air conditioning.</li> <li>Where possible ventilate the workplace using fresh air by keeping doors and windows open.</li> <li>On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. <b>Remove all fans</b></li> <li>Turn off recirculating air system that circulates between different rooms.</li> <li>Single air conditioning units that draw in fresh air from outside can be used</li> </ul>	Y Y Y Y Y	Y Y Y Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Inadequate monitoring of illness and prevalence of COVID19 symptoms.  Parent protocol/letters	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> <li>All staff informed in staff guide and in training that they must provide reason for illness when reporting absence</li> <li>All pupils informed in parents guide and in form time that they must provide reason for illness</li> <li>Symptoms to report as potentially covid19 as per Public health guidance are clear</li> <li>Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test.</li> <li>When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace.</li> <li>School will retain copy of all timetables, registers, and staff in close contact for each term.</li> </ul>	Y Y Y Y Y Y	
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> <li>Pupils self isolating will not be penalised for non-attendance</li> <li>Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <a href="#">Guidance for Schools</a></li> <li>Staff individual risk assessment completed for staff concerned about risk to support them into work. <b>Generic staff risk assessment carried out, individual risk assessment carried out with staff, as required.</b></li> </ul>	Y Y Y	
Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. <b>Staff protocol</b></li> <li>School to seek advice from HR if they refuse to participate. <b>Staff protocol</b></li> </ul>	Y Y	
Parents refusing to keep pupils off school when requested to self-isolate and test.  Staff protocol/letter	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>Before starting back in September “parental agreement” in place that sets out the requirement for self-isolation and participation in testing and track and trace. <b>Newsletter</b></li> <li><b>Parental agreement in place that sets out the requirement for self-isolation and participation in testing and track and trace.</b></li> </ul>	Y Y	Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <a href="#">Guidance for Schools</a></li> <li>Call DFE Helpline 0800 046 8687 or email <a href="mailto:Dfe.coronavirushelpline@education.gov.uk">Dfe.coronavirushelpline@education.gov.uk</a></li> </ul>	Y	Y
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>School to follow current government advice – No foreign or overnight trips in the UK.</li> <li>Risk assessment process in place for reviewing UK based day trips in Autumn term. <b>None planned in Autumn term</b></li> </ul>	Y	Y
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> <li>Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents.</li> <li><b>Provide flexibility in uniform for colder months as there will be increased ventilation in classrooms. For example additional layers worn.</b></li> </ul>	Y	Y
Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> <li><b>Some pupils with SEND (whether with EHC plans or on SEN support) will be identified for specific help and support when returning to school with the changes.</b></li> <li><b>Where appropriate pupil risk assessment to be updated and shared with staff working with pupil.</b></li> </ul>	Y	
Wrap around care (Not applicable)	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> <li><del>Review wrap around care and reopening this provision – risk assessments reviewed for any third part provider.</del></li> <li><del>Try and keep the “bubbles” the same as the day bubbles but if not limit size and try and maintain consistency.</del></li> <li><del>Parents informed to limit the use of different wrap around care providers.</del></li> </ul>		
Transport	Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> <li>Liaise with LA and private transport companies to establish new arrangements for “bubbles” to travel together where possible or keep this consistent. <b>In place, coloured lanyards to support maintaining bubbles</b></li> <li>Establish arrangements for <ul style="list-style-type: none"> <li>Use of sanitiser upon boarding and/or disembarking</li> <li>Queuing and boarding</li> </ul> </li> </ul>	Y	Y





Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing.</li> <li>consent for lateral flow testing and arrangements for home testing LFT(secondary schools).</li> </ul> <p>Site video to be shared with pupils, parents and staff. New behaviour policy supplemented with risk assessment.</p>	Y	Y
				Y	Y
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> <li>Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) Adequate supplies</li> <li>Inform first aiders what control measures are in place. <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota).</li> <li>Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date.</li> <li>Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. Catering risk assessment</li> <li>First aider and those administering medication to maintain social distancing where possible. First aid procedure</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
Pupils and staff working from home (Parents may choose not to send their pupils to school)	Staff, pupils, families of staff and pupils	Incorrect/poor work station set up leading to Musculoskeletal conditions  Mental health	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Staff who working from home – guidance provided on working from home and secure information complying with GDPR.</li> <li>Staff provided with laptop and separate mouse- DSE assessment not required for working at home.</li> </ul>	Y	Y
				Y	Y
				Y	Y



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Social isolation leading to mental health problems			<ul style="list-style-type: none"> <li>Share HSE <a href="#">guidance</a> on working from home. Staff should follow good practice and work from a table.</li> <li>Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home <a href="#">checklist</a></li> <li>Check staff complete the checklist and highlight any issues to you</li> <li>School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom.</li> <li>Pregnant staff– update their pregnancy risk assessment if returning into the office after the 1<sup>st</sup> August.</li> <li>Think about ways to improve mental health from working at home as it can be difficult to separate work from home life.</li> <li>Consider virtual coffee mornings using technology so staff can still feel part of a team</li> <li>Encourage staff to speak to colleagues daily</li> <li>Identify staff that live on their own and ring them daily to make sure they are okay</li> </ul>	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y
<p>Stress and mental health</p> <p>Parents and pupils anxious about returning to school</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	Staff, pupils, families of staff and pupils	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p> <p>Increase in absenteeism and Presentism</p>	<ul style="list-style-type: none"> <li>Clear communication to parents on returning to school and how this will be managed.</li> <li>Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff.</li> <li>Additional pastoral support provided to pupils.</li> <li>Schools to link into Government resources including <a href="#">The Wellbeing for Education Return programme</a>, and <a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></li> <li>Use of professional resources to share experiences of lockdown with children for example <a href="https://www.weforum.org/agenda/2020/05/11-may-who-briefing/">https://www.weforum.org/agenda/2020/05/11-may-who-briefing/</a></li> </ul>	Y Y Y Y	Y Y Y Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> <li>Monitor staff workload between classroom delivery and setting work for pupils at home (those isolating or working from home due to lockdown).</li> <li>Regular updates to parents on safety measures in place</li> </ul>	Y	Y
Ineffective use of PPE	Staff, pupils, families of staff and pupils	PPE facemasks become contaminated and source of infection causing illness to wearer	<ul style="list-style-type: none"> <li>School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, dealing with a suspected case of COVID19 and personal care.</li> <li>School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors). <b>Adequate supply</b></li> <li>Where Staff and pupils chose to wear their own face covering in school – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment.</li> <li>Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering. <b>Adequate supply</b></li> <li>Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left hanging around anyone's neck.</li> </ul>	Y	Y
Supply staff, peripatetic teachers, contractors and visitors, volunteers moving between schools spreading the virus between different schools and bubbles	Staff and pupils	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> <li>Visitor and contractor procedures in place to ensure they follow schools arrangements</li> <li>Visitors and contractor to wear face covering.</li> <li>Obtain COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries.</li> <li>Record of all visitors, including contractors to the site for Track and Trace.</li> <li>All visitors, supply staff and contractors to follow social distancing measures and maintain 2m from staff.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Any other hazards: External factors	Staff, pupils, families of staff and pupils	Cluster of cases reported at one of our neighbouring / feeder schools i.e. not directly involving any staff or students, but impacts on us through families being affected, heightened levels of parental anxiety etc.	<ul style="list-style-type: none"> <li>• At a Borough level there is an almost daily update from Ben Pearson. Local public health arrangements in place.</li> <li>• At a pyramid level in daily communication with the lower and middle schools. Formalizing an agenda of the information shared weekly Zoom meetings focused on positive cases.</li> <li>• Test and tracing</li> </ul>	Y Y Y	Y Y Y

Risk Assessment Action Plan

Following Covid19 Hierarchy of control

<b>Control measure not yet in place or Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>Reviewed by:</b> <b>Signature:</b>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
<b>PRINT NAME:</b>				

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury/illness occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
<b>MEDIUM (M) Possibility of significant injury or over 7 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury/illness only</b>	No further action required.

#### Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Schools coronavirus (COVID-19) Operational Guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

Actions for schools during the coronavirus outbreak

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

Education and Childcare <https://www.gov.uk/coronavirus/education-and-childcare>

AfPE Guidance for PE <https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-February-2021.pdf>

Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

Guidance for people who work in performing arts, including arts organisations, venue operators and participants.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-6-4>

HSE Guidance on Ventilation <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

COVID-19: guidance for households with possible coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Clinically vulnerable people <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>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Travel corridors <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-territories-and-regions-on-the-travel-corridor-list>

Coronavirus (COVID-19): red list travel ban countries

<https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19#travel-bans-to-the-uk---banned-countries>

Local restrictions and Tiers <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

The coronavirus (COVID-19) asymptomatic testing in schools and colleges <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

Face coverings in education <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists. <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

Coronavirus (COVID-19): advice for pregnant employees

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding

<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>

Further guidance on RIDDOR reporting of COVID-19

<https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm>

COVID-19: cleaning in non-healthcare settings outside the home <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak

<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>

Guidance for [food businesses on coronavirus](#)

Other resources:

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>