

<b><i>RISK ASSESSMENT</i></b>	<b>School Opening up to Year 10</b>		Wootton Upper School
Assessment completed by:	Date Completed:	12/06/2020	
PRINT NAME: WAT H&S 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> <li><b>This is on website, in bulletins and newsletters</b></li> <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 Public Health and DFE <a href="#">Guidance for Schools</a> on Coronavirus.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Schools to check this guidance <b>DAILY</b> 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.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Zone leaders (or SLT) feed into ELT H&amp;S group at the end of each day who complete monitoring form</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Review all activities to consider and manage risk of Coronavirus.</li> </ul>		
			<ul style="list-style-type: none"> <li><b>ELT H&amp;S group to initially brief SLT each morning. Zone leader SLT to brief staff in their zone each morning</b></li> </ul>		
			<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>		
			<ul style="list-style-type: none"> <li><b>Staggered and reduced social time and within bubbles</b></li> <li><b>Groups/staff to rotate only within their zone</b></li> <li><b>No practical lessons</b></li> <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.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>Every critical member of staff needs an identified deputy.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Review how to deal with loss of critical person or persons <b>Plan deputies</b></li> </ul>	Y	Y
			<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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Provide tissues for classrooms. <b>Adequate supply</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Ensure robust cleaning of high contact surfaces throughout the day.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li><b>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> </ul>	Y	Y
			<ul style="list-style-type: none"> <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> </ul>		
			<ul style="list-style-type: none"> <li>COVID 19 is RIDDOR <a href="#">reportable</a> and should be reviewed if member of staff dies <b>use current system</b></li> </ul>	Y	Y <sup>2</sup>
			<ul style="list-style-type: none"> <li>Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing, handwashing. This may require lessons to be shortened. <b>Curriculum planning</b></li> </ul>	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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Regular review and set out a manageable and realistic timetable for phased reopening for year group over days, weeks and agree this with staff <b>Curriculum planning, and timescale set out</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• School only starts phased reopening once Government 5 key tests have been met and scientific data supports schools reopening from 15<sup>th</sup> June. <b>Not until risk assessment template is adequate in all areas. PM announced 5 tests met</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• School opened 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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review staffing availability and reassigning “groups” of 15 pupils for a teacher or TA under the direction of a Teacher. <b>Curriculum planning. Reduced class sizes to 8 to further minimise risk, staff survey undertaken to confirm availability.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Adequate space for face to face meetings, and then adequate class spaces to teach groups of 15 (some pupils will be in different classrooms than their normal one) <b>Mapped. Some furniture and equipment cleared. Finalise numbers no more than 8. Plan staff to come into school to clear work spaces, and clear department areas</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19) <b>Displays, newsletter, protocols etc</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Limit visitors/contractors to school. <b>Contractors receive staff protocols, visitor protocol and checklist for school staff. Visitors by appointment only. Use of online meetings.</b></li> </ul>	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> and unable to be in work under current guidance. <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> <b>Accurate spreadsheet in place</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Review workforce to identify staff in <b>clinically vulnerable</b> category and should work from home where possible or safety available onsite role, staying 2 m away from others wherever possible. <a href="#">Staying at home and away from others (social distancing) guidance</a> <b>Accurate spreadsheet in place</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>If Clinically vulnerable staff are in school and social distancing cannot be maintained a separate risk assessment should be completed for each individual. <b>Individual risk assessment agreed with member of staff.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>If BAME staff are in school and social distancing cannot be maintained a separate risk assessment should be completed for each individual. <b>Individual risk assessment agreed with member of staff.</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Pregnant staff review working arrangements and update pregnancy risk assessment. <b>Individual risk assessment agreed with member of staff.</b></li> </ul>	Y	Y
Living with a shielded or clinically vulnerable person  Staff or pupil	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 for parents</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <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 medical grounds as extremely vulnerable</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. <b>Protocols for parents</b></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>If stringent social distancing cannot be adhered to they will not be expected to attend. They should be supported to learn or work at home.</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 transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).  It can cause illness and recover and death	<ul style="list-style-type: none"><li>School to follow latest Government advice on implementing social distancing <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li></ul>	Y	Y
			<b>Travel to and from school</b>	Y	Y
			<ul style="list-style-type: none"><li>Parents and pupils informed and encouraged to not use public transport. <b>Parent protocols</b></li></ul>		
			<ul style="list-style-type: none"><li>Liaison with LA school transport for additional buses to ensure social distancing on buses (pupils sitting 1 seat apart) <b>Parent protocols</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>Parents/pupils encouraged to walk/cycle to school <b>Parent protocols</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>Planned staggered arrival and leaving times for different groups of children (classes now split and max 15 in a class). <b>(bubble make-up informed by method of transport)</b></li></ul>		
			<ul style="list-style-type: none"><li>Each group of pupils is allocated a time of arrival and collection and this is communicated to parents. <b>Individual letters to inform start and end time, designated gate entry point and classroom</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>Groups access classrooms straight from outside rather than coming through an entrance and corridor <b>Open more entrance points (4), where possible use classrooms with external doors, minimise use of corridors, one-way systems. Site map</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. (Use a map of the school site to mark out areas where parents and pupils to stand). <b>Staff on hand to supervise gates. Clearly signed waiting area for meetings in first week. No lining up required for lessons.</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>Only one parent/carer per child to arrive and collect children. <b>Parent protocols</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>No parent/carer standing at the gate (creating a bottle neck) <b>Parent protocols</b></li></ul>	Y	Y
			<ul style="list-style-type: none"><li>No parent to come into classroom. <b>Parent protocols</b></li></ul>		
<ul style="list-style-type: none"><li>Bikes stored safely apart. <b>Parent protocols, Staff on hand to supervise.</b></li></ul>	Y	Y			
<b>Classroom</b>					
<ul style="list-style-type: none"><li>School to review class sizes to reflect teacher numbers and kept as small as possible <b>maximum 15 (8) pupils</b> per “group”. <b>Bubbles and zones. Class size of 8 or less.</b></li></ul>	Y	Y			
<ul style="list-style-type: none"><li>Pupils <u>will remain in their group</u> in one classroom and not move around the school (maximum 15 in a group). <b>Bubbles and zones</b></li></ul>	Y	Y			
<ul style="list-style-type: none"><li>The groups will not cross over and there will be have as little as contact as possible with the groups in school. (separate areas in playground etc) <b>Bubbles and zones</b></li></ul>	Y	Y			
<ul style="list-style-type: none"><li>Pupils to use their own stationery and not share pens/pencils or other equipment with each other in the group. <b>Pupil protocols, includes standard pack for each child.</b></li></ul>	Y	Y			
<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. <b>No text</b></li></ul>					

Lack of social distancing in school (Continued)			<ul style="list-style-type: none"> <li>• Desks and chairs to be rearranged to have 2 meters spacing between each pupil and between pupil and member of staff. <b>Remove spare chairs, mark study area for 2m spacing</b></li> <li>• Removing and storing unnecessary furniture to create more space for social distancing. <b>Where possible</b></li> <li>• Marking tables in classrooms where pupils can sit. Where possible pupils sit at the same desk every day. <b>No classroom changes in a day.</b></li> <li>• Pupils outdoor coats and bags to be placed under their own desk to prevent going into corridors to hang up on pegs or mixing clothing with other pupils. <b>Pupil protocol</b></li> <li>• Preplanning lessons so not physically sitting together for example moderating group work. <b>Teacher protocols</b></li> <li>• Provide talks to children on “social distancing”. <b>Pupil protocols/contract/virtual assemblies/guidance</b></li> <li>• Where possible keep a window open for ventilation. <b>Close rooms with no ventilation, staff protocols</b></li> <li>• Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) <b>Door wedges</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Lack of social distancing in school (Continued)			<b>Social and breaktimes</b> <ul style="list-style-type: none"> <li>• Stagger breaks to keep groups separate. <b>Curriculum plan. Allocated break out space.</b></li> <li>• Pupils to wash hands thoroughly before going out for break (no lunch on site) <b>Curriculum plan incorporates handwashing</b></li> <li>• No contact activities to be undertaken. <b>Staff and student protocols</b></li> <li>• Zone playground (provide markers to keep groups away from each other) <b>Zone social areas and times</b></li> <li>• Pupils will be encouraged to stand 2 meters away from each other and from staff in their own group. <b>Staff and student protocols</b></li> <li>• No ball throwing that involves pupils passing balls to each other. <b>Staff and student protocols</b></li> <li>• <b>In the Dining hall</b> chairs are set out so there is a 2-metre gap between students when eating. <b>No use of dining room. Eat in zoned social areas or classroom</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y



Access to curriculum such as PE/Science/DT etc	pupils	Illness Death	<ul style="list-style-type: none"> <li>The timetable adapted to take into account additional time for handwashing. <b>In curriculum plan</b></li> <li>Any PE will not involve contact sports <b>In curriculum plan and protocols</b></li> <li>Pupils will be asked to wash their hands after physical activity. <b>In zones</b></li> <li>Follow Cleapps guidance GL344 Guide for doing practical work in a partially reopened school – DT, Food and Art <b>No practical lessons</b></li> <li>ICT suites – mark out PC's that can be used. These should be cleaned using wipes after use (between groups) <b>No IT</b></li> <li>Secondary only use science labs for the same class all day and teachers rotate between classes unless there can be a thorough clean between rotations (Using a bleach type solution). <b>No practical lessons, Standard plan</b></li> <li>Laptops/ipads – these should be cleaned before use and between each "group use" using wipes. <b>For staff use only, in staff protocols</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Staff or pupils comes into school when they feel unwell  <b>Covered by staff pupil parent protocols</b>	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</li> <li>School to refer staff for COVID19 Testing as they are an Essential worker <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>Communication with parents/carers informing them of the measures that if their child displays the following symptoms, they should self isolate for 7 days (14 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 or change of smell and/or taste senses</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 <b>website and in letter to parents.</b></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y



<p>Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.</p> <p>Covered by staff pupil parent protocols</p> <p>First Aid protocols linked to Covid-19</p>	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 for Schools</a> on Coronavirus.</li> <li>If a Pupil displays the following symptoms, they should self isolate for <b>7 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 or change in smell and/or taste senses</li> </ul> </li> <li>Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. All members of their households (including siblings) should self isolate for <b>14 days</b> and this is to will help to protect others in the community while they are infectious.</li> </ul>	Y	Y
			<p>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></p> <ul style="list-style-type: none"> <li>Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) <b>Sufficient stock on site. First aid procedure, training.</b></li> <li>Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people. <b>FT2, external door</b></li> <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>Isolated, no other activities nearby</b></li> <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. Housekeeper &amp; Cleaning contract-training/procedures.</b></li> <li>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. <b>Toilet identified</b></li> <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> <li>Call 999 if they are seriously ill or their life is at risk.</li> <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>	Y	Y

			<ul style="list-style-type: none"> <li>Clean down area where pupil has been following 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></li> <li>The school or setting to remain open and will only need to close if there has been a confirmed case and advised to close by Local <a href="#">Public Health Protection Team</a></li> </ul>	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. (Continued)  Staff and parent protocols	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>If a staff member displays the following symptoms, they should self isolate for <b>7 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 or change of smell and/or taste senses</li> </ul> </li> <li>or self isolate for 7 days if they live within a household along with the rest of the household members.</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> <li>School to refer staff for COVID19 Testing as they are an Essential worker <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> </ul>	Y Y Y Y Y Y	Y Y Y Y Y Y
Positive identified case of Coronavirus of a member of staff or pupil at your school setting	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 for Schools</a> on Coronavirus.</li> <li>Follow all advice from Public Health England and from the local <a href="#">Health Protection Team</a></li> <li>The rest of the class, group should be sent home and advised to self isolate for 14 days. <b>Parent protocols</b></li> <li>Teachers and staff are eligible for testing and should remain at home until results are obtained from testing <b>Staff protocols</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline.</li> </ul>	Y Y Y Y	Y Y Y Y

Lack of handwashing leading to spread of Coronavirus  Pupil and staff 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 <b>in entrance to school and on classrooms entrances, meeting rooms as a minimum.</b> Sanitiser stations at entry points to site/zones</li> <li>• Request visitors wash their hands-receptionists to require visitors to wash or sanitise before moving elsewhere on site</li> <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>➢ before eating any food, including snacks</li> <li>➢ before leaving school</li> </ul> </li> </ul>	Y	Y
				Y	Y
				Y	Y
			Display handwashing <a href="#">poster</a> in all toilets (entrance and inside)	Y	Y
			<ul style="list-style-type: none"> <li>• Changes to timetabling to provide extra time in the school day everyday for handwashing. This will need to be staggered inline with group breaks and lunches to avoid bottle necks in toilets. Timetabled, staggered and designated handwashing areas.</li> <li>• Set time aside for regular training and reminders on handwashing - Use free training and information resources such as <a href="#">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>• Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly. Planned via zones and bubbles</li> <li>• Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers.</li> <li>• Foot-operated bins for paper towel disposal provided. Additional bins in designated handwashing areas (labs)</li> <li>• Bins emptied daily. Estates checklist, at least daily</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
				Y	Y

Lack of handwashing leading to spread of Coronavirus (cont) <b>Estates checklist</b>			<ul style="list-style-type: none"> <li>Where possible pupils must use liquid soap and water for washing hands</li> <li><b>Provide hand sanitisers</b> (at least 60% alcohol content) for the following areas for example:- <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> </ul> </li> </ul>	Y	Y
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing <b>Estates checklist</b>	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.</li> <li>Provide a marker above urinal and sinks indicating which ones can be used to maintain social distancing. (for example use every other sink) <b>(one in one out)</b></li> <li>Access to toilets are monitored strictly and identify how many can enter at one time maintaining social distancing <b>Staff supervising in zone areas</b></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>Use hand dryers or single paper towels</li> <li>Display handwashing poster.</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></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>All events and lettings have been cancelled. <b>Yes, no events or lettings on site until further notice.</b></li> <li>Limit meetings with parents for serious issues and maintain social distancing <b>Parents/visitors on site by appointment only. Parent protocol</b></li> <li>Use Microsoft Teams/Zoom for meetings/parents evenings to prevent face to face contact.</li> </ul>	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. <b>Staff protocol</b></li> <li>Older pupils (secondary school age) permitted to carry and use their own supply of alcohol hand gel.</li> </ul>	Y	Y
				Y Y	Y Y
Location of wall mounted gels at a height that could get into a pupils 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.</li> <li>Site team to check daily supplies and refill sanitiser station. <b>Yes</b></li> </ul>	Y	Y
				Y	Y

Lack or ineffective cleaning of high contact surfaces  Estates checklist	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. For example: <ul style="list-style-type: none"> <li>➤ Door keypads</li> <li>➤ Door Handles (could classroom doors be kept open)</li> <li>➤ Window handles</li> <li>➤ Payment systems –pupils just bring in snacks and sit at their desks/break time therefore n/a</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 (staff protocols)</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> <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.</li> </ul>	Y	Y

Lack or ineffective cleaning of high contact surfaces (cont)	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>• Refresh solution every 24hrs for continued effectiveness.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Do not spray tables when pupils are seated at them.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Spray bottles must be kept out of reach of children and used with disposable gloves.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Appropriate PPE (Personal Protective Equipment) must be work disposable apron, gloves (Refer to Safety Data Sheet).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Also clean with this solution classroom sinks and taps (high volume contact surfaces).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review high contact surfaces and equipment in your school setting</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH <a href="#">assessment</a> completed.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• The has an adequate and maintained supply of personal and domestic cleaning products available for school.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Cordon off any external play equipment (unless it can be cleaned between each group using it)</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Remove soft furnishings.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Limit resources taken home to school and school to home.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Do not share common resources between groups unless cleaned with a diluted bleach solution.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Signage displayed to remind staff and pupils to wash their hands</li> </ul>	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 not returning to school will not be penalised for non attendance</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• School to provide work that pupil can complete at home.</li> </ul>	Y	Y
			<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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review business continuity plan if staff numbers become low.</li> </ul>	Y	Y

Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<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> <b>Pupil/Parent protocol signed before attending site for first lesson which requires self-isolate and testing. Pupils temperature tested as enter site, removed to isolation and parents called if high.</b></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>All UK and abroad trips cancelled. Pupils will not leave school grounds.</li> </ul>	Y	Y
Critical workers(parents carers of pupils)	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> <li>Pupils of critical workers have been identified where the pupil cannot be looked after safely at home a school place has been offered by the school and this will continue after the 1<sup>st</sup> June 2020.</li> <li>Essential workers pupils to be absorbed into the new year groups (keeping a maximum of 8 per class) or remain a separate group.</li> </ul>	Y Y	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>Following Government advice on EHCP pupils <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a> Those with an EHC plan should be <b>risk-assessed</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>Share risk assessment with staff working with pupil with EHCP. <b>(Staff protocols)</b></li> </ul>	Y Y	Y Y



Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	Building not maintained or checked.  Insufficient fire safety and legionella management.  Causing injury	<ul style="list-style-type: none"> <li>• Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review Planned Preventive Maintenance schedule – what services are due between now and September. Make sure statutory checks are up to date for example boiler servicing. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Follow DFE guidance on managing buildings <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Legionella – if school building has been fully closed then it will need flushing through.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• If building has been closed reinstate all site agent checks including weekly fire alarm check.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review building projects planned for summer and beyond.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Fire evacuation – suspend normal termly fire evacuation as social distancing is unachievable. This will be reinstated once “practicable” in the meantime evacuate in an emergency (risk will be greater from fire than Covid19)</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review fire wardens to ensure you have enough trained staff.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Grounds maintenance contract – arrange for grass cuttings</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Review building projects planned for the summer holidays.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• If your classes are going to be split into different classrooms to reduce numbers are they age appropriate for example fitted with fingerguards.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Bins are emptied in classrooms and offices daily. <b>At least</b></li> </ul>	Y	Y

Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<b>Training</b> Staff Induction back to school <ul style="list-style-type: none"> <li>➤ Inform them of ALL the control measures identified by risk assessment</li> <li>➤ What they need to do to keep themselves safe and their group of pupils safe at school</li> <li>➤ Spotting signs/symptoms for Covid19 for themselves and students</li> <li>➤ Local COVID19 testing station and access to home testing kits as Essential workers</li> <li>➤ First aid arrangements</li> <li>➤ Fire evacuation procedure</li> </ul>	Y	Y
			Training for pupils <ul style="list-style-type: none"> <li>• Provide lessons on handwashing for example ebug and this video <a href="https://youtu.be/x3v521MTjio">https://youtu.be/x3v521MTjio</a> <a href="#">Promoting good respiratory hygiene “catch it bin it kill it”</a></li> </ul>	Y	Y
			<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.</li> <li>• <b>Site video to be shared with pupils, parents and staff. New behaviour policy supplemented with risk assessment.</b></li> </ul>	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)</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <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> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>• First aider and those administering medication to maintain social distancing where possible.</li> </ul>	Y	Y

<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</p> <p>Also a number of year groups to remain at home</p> <p>Social isolation leading to mental health problems</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Incorrect/poor work station set up leading to Musculoskeletal conditions</p> <p>Mental health</p>	<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 working from home – guidance provided on working from home and secure information complying with GDPR.</li> <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</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 working from home – update their pregnancy risk assessment to include home working.</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>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>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Stress and mental health</p> <p>Parents and pupils anxious</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<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>Additional pastoral support provided.</li> <li>First week set aside for settling back to the different schooling</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> <li>Monitor staff workload between classroom delivery and setting work for pupils at home.</li> <li>Regular updates to parents on safety measures in place</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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, delaying 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).</li> <li>Where staff and pupils chose to wear their own PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England.</li> </ul>	Y  Y Y	Y  Y Y
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, not yet in respect of number of cases etc but in terms of sharing information.</li> <li>At a pyramid level in daily communication with the lower and middle schools. Formalizing an agenda of the information sharedWeekly Zoom meetings currently focused on the return.</li> </ul>	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>
Establish transport arrangements for pupils using CBC and BBC buses	Executive Principal	12 <sup>th</sup> June 2020		Low
Carry out regular monitoring of the implementation of the risk assessment for example social distancing measures, hand hygiene are adhered too.	ELT H&S Group	On going		Low
<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>

Guidance to educational settings about COVID-19 <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Government advice on implementing social distancing  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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>

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

Other resources:

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