

<b>Area/Activity Assessed</b>	School COVID-19 Opening v4	<b>Date</b>	24 <sup>th</sup> September 2020
<b>Assessment Completed By</b>	Compliance Education & Mark D'Arcy	<b>Person(s) Consulted</b>	

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> <li>Every room in the school has been cleaned and sanitised.</li> <li>All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19.</li> <li>The Schools reopening plan has been created in line with current Government, Public Health, DfE guidelines.</li> </ul> <p><b>As part of the Governments guidelines</b></p> <ul style="list-style-type: none"> <li>All staff and students will have access to coronavirus tests via the NHS website.</li> <li>All staff and students will return to school at the start of the new academic year in September 2020.</li> <li>Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (See school reopening plan)</li> </ul>	4	2	8	A plan is to be created for the building and each department
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> <li>Current UK Government Travel guidelines will be followed.</li> <li>Where necessary the Principal will instruct all students and staff who have travelled abroad to adhere to current government guidelines and self-isolate for 14 days at a declared UK address.</li> </ul>	4	1	4	This is for people who have travelled to countries not part of the travel corridor

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
3	Staff and Students who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> <li>The school has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus.</li> <li>Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</li> <li>Staff and Parents will follow the advice given to them by their/or their child's General Practitioner.</li> <li>Staff and Parents have a responsibility to keep their/the manage/Principal informed of any changers to their/or their child's condition or the advice given to them by their/or their child's General Practitioner.</li> <li>The School have reviewed each indivial case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>Temporary adjustments when necessary will be put in place.</li> </ul>	4	2	8	Vulnerable person RA forms available
4	Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days  Or a member of their household is suspected or confirmed with having Coronavirus	4	2	8	<ul style="list-style-type: none"> <li>Staff and Students are instructed <b>NOT</b> to attend classes if they or a member of their household are displaying Coronavirus symptoms.</li> <li>Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days.</li> <li>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</li> <li>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul>	4	1	4	

5	Staff and Students displaying symptoms.	4	3	12	<p><b>Whilst on site.</b></p> <ul style="list-style-type: none"> <li>The School will be notified immediately.</li> <li>Staff and Students displaying symptoms of Coronavirus will be sent home.</li> <li>All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health.</li> <li>A suspected coronavirus letter will be sent home with each student and parents/cares are asked to monitor the health of their child.</li> <li>Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</li> <li>Suitable PPE is available for First Aiders or staff providing care in a distance of 2 metres cannot be maintained.</li> <li>Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</li> <li>All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"> <li>The Principal will notify Local Health Protection Team, Compliance Education and School Governors</li> <li>Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT)</li> </ul> <p>The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.</p> <ul style="list-style-type: none"> <li>Where possible classrooms are secured and left for 72 hours before a <b>DEEP CLEAN</b> is carried out.</li> </ul>	4	2	8	<p>School to look at ways in which they can support students/parents if they fall ill.</p> <p>Especially students/parents where English is their 2<sup>nd</sup> language.</p>
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					This will allow time for the virus to naturally die and will protect the cleaning staff.				
6	Unable to social distance on public transport	4	3	12	<p><b>Use of school transport</b></p> <ul style="list-style-type: none"> <li>Staff and Students are advised to practice social distancing</li> <li>Where possible students are grouped together on transport which reflects the POD or year group adopted by the school</li> <li>Hands are sanitised upon boarding and/or/disembarking</li> <li>The School vehicle is cleaned regularly.</li> <li>Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment.</li> <li>All students will wear a face covering if they are likely to come into contact with people outside their group/POD.</li> </ul> <p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>Staff and Students are advised to practice social distancing</li> <li>All Staff and Students will wear a face covering</li> <li>The school will endeavour to encourage staff and students to walk or cycle to school or will look at stagger start and finish times to ease the congestion on public transport</li> </ul> <p><b>Car Sharing or Parents picking students up</b></p> <ul style="list-style-type: none"> <li>All Staff and Students will wear a face covering if they are traveling with person from another household.</li> <li>Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.</li> </ul> <p><b>Cycling</b></p> <ul style="list-style-type: none"> <li>The school have adequate bicycle security sheds.</li> </ul> <p><b>Training for removing face coverings</b></p> <ul style="list-style-type: none"> <li>The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely.</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
7	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> <li>The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available.</li> <li>The school will ensure staff requalification dates have not lapsed.</li> <li>The school will ensure all First Aiders receive refresher training to ensure they are:                             <ul style="list-style-type: none"> <li>Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.</li> <li>Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.</li> <li>Aware of the importance to keep up to date with relevant First Aid Advice</li> <li>Aware of their own capabilities</li> </ul> </li> </ul> <p><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></p> <p><b>RIDDOR</b></p> <ul style="list-style-type: none"> <li>The school will work closely with the Local Health Protection Team and follow their advice</li> <li>The school will contact Compliance Education immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</li> </ul>	5	1	5	
8	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> <li>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>The COVID-19 fire procedure is explained to all staff members before the school reopens to students.</li> <li>Regular fire evacuation drills are practiced termly as a minimum.</li> <li>All staff members receive fire awareness training at regular intervals.</li> <li>Smoking prohibited in the building in line with current legislation.</li> </ul>	5	1	5	

9	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> <li>• Rules on social distancing are shared, discussed and regularly reinforced positively. <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></li> <li>• The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</li> <li>• All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible.</li> </ul> <p><b>This includes etc:</b></p> <ul style="list-style-type: none"> <li>▪ Following all temporary alterations to the school's routine and procedures that have been implemented by the Principal and SLT to protect both the staff and students.</li> <li>▪ Staff and Students are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategy placed around the building to supplement hand washing.</li> <li>▪ Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when changing rooms.</li> <li>▪ Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it'</li> <li>▪ Cleaning routines have been enhanced.</li> <li>▪ The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building.</li> <li>▪ Where possible staff and students will refrain from having close face to face contact with another person.</li> <li>▪ Staff are instructed to maintain a 2 metres distance at all times from students and other members of staff.</li> <li>▪ Staff and Students are discouraged from gathering in large close groups.</li> <li>▪ Staff and Students are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. One-way system is in force.</li> <li>▪ Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors,</li> </ul>	4	1	4
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					such as in corridors and communal areas where social distancing is difficult to maintain. See latest guidance for more information; <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#where-local-restrictions-apply">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#where-local-restrictions-apply</a> <b>See School Plan for further details on how the school will manage and implement social distancing measures.</b>				

10	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>Each department are responsible for creating, managing and implementing their own social distancing/minimal contact plan.                  All plans have been passed by the Principal and SLT.                  All desks face the same direction i.e. front of the classroom.                  Pupils are seated side by side as opposed to opposite each other.</p> <p><b>Site Manager/Caretaker and Cleaners/Cleaning Contractors</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all predetermined routes are clearly sign posted/marked.</li> <li>▪ Additional signage throughout the school highlighting important messages relating to the virus</li> <li>▪ A COVID classroom capacity assessment has been carried out on each classroom and practice area/Learning Area to ascertain how many students and staff can occupy that space safely.</li> <li>▪ Protective screening is erected where required</li> <li>▪ All unnecessary furniture is removed and stored safely.</li> <li>▪ All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.</li> <li>▪ The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health.</li> <li>▪ The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.</li> <li>▪ The Caretaker will decommission water fountains.</li> <li>▪ The Caretaker/Cleaners will ensure alcohol (&gt;60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing</li> <li>▪ The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.</li> <li>▪ Rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day</li> </ul>	4	1	4
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					<ul style="list-style-type: none"> <li>▪ Will check cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained.</li> <li>▪ Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</li> <li>▪ Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment</li> <li>▪ Vending machines are wiped down regularly.</li> </ul> <p><b>Catering Manger</b>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>▪ The Catering Manager will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.</li> <li>▪ The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.</li> <li>▪ The catering staff will ensure food is bought from reputable sources and used by recommended date.</li> <li>▪ The Catering staff will ensure personal hygiene and handwashing is maintained.</li> <li>▪ The Catering Manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</li> <li>▪ The catering staff will clean and disinfect food storage and preparation areas.</li> <li>▪ The catering staff will ensure a clean uniform is worn each day.</li> <li>▪ The Catering Manager will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron where applicable)</li> <li>▪ The Catering Manager will review the menu to reduce the number of catering staff in the kitchen at any one time.</li> <li>▪ The Catering Manager will plan their meals to reflect the equipment needed and its location.</li> <li>▪ The Catering Manager will look at ways to protect staff whilst serving.</li> </ul>				
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				<ul style="list-style-type: none"> <li>▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind</li> <li>▪ The PE department will follow current guidelines and only introduce contact sports and indoor gym sessions when it is safe to do so.  <a href="https://www.gov.uk/government/publications/coronavirus-us-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-us-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>  <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>  <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>.</li> <li>▪ The Department Heads of music will follow current guidelines and only introduce wind instrument practical rehearsals/lessons when it is safe to do so.</li> <li>▪ Drama and music rehearsals/lessons are structured to minimise close contact with others.</li> <li>▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc.</li> <li>▪ The Department Heads will review the COVID classroom/practice/sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</li> <li>▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups</li> <li>▪ Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing.</li> <li>▪ Practical lesson plans are reviewed to minimising contact/ensure social distancing is maintained.</li> <li>▪ Practical sessions are programmed in various locations around site and at different times to reduce the movement of persons around the building.</li> </ul>				
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					<ul style="list-style-type: none"> <li>▪ Small groups will use the larger rehearsal rooms when necessary to reduce the risk of students catching the virus from respiratory aerosol</li> <li>▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</li> <li>▪ Rooms are well ventilated</li> </ul> <p><b>Heads of Department (DT, ART, Cookery, Science etc)</b></p> <ul style="list-style-type: none"> <li>▪ The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects.</li> <li>▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind.</li> <li>▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc.</li> <li>▪ The Department Heads will review the COVID classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</li> <li>▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups</li> <li>▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</li> <li>▪ Students will be instructed to maintain good hand hygiene.</li> <li>▪ Touch points on equipment will be wiped down regularly.</li> <li>▪ PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained.</li> <li>▪ Rooms are well ventilated</li> </ul> <p><b>Offices/Reception Area</b></p> <ul style="list-style-type: none"> <li>▪ Touch points on equipment will be wiped down regularly.</li> <li>▪ A protective screen has been installed to the reception desk.</li> <li>▪ Only essential visitors and contractors are allowed on site and by appointment only.</li> <li>▪ Visitors are discouraged from gathering in large groups.</li> </ul>				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> <li>All unnecessary furniture in the reception area has been removed.</li> <li>Where possible staff will refrain from having close face to face contact with others</li> <li>Rooms are well ventilated</li> </ul> <p><b>See School Plan for further details on how each department will manage and implement COVID safety measures.</b></p>				
11	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> <li>The school has assessed the need to resume after-school provision.</li> <li>Students where possible will be placed in year group POD.</li> <li>Physical sports and activity groups will follow the same regulations as curriculum PE.</li> </ul> <p><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>	4	1	4	
12	Arranging and/or attending inappropriate Education Visitors	4	3	12	<ul style="list-style-type: none"> <li>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</li> <li>The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits.</li> <li>All none-overnight educational visits will be arranged with both educational value and coronavirus in mind.</li> <li>All Educational Visits will be checked and approved by SLT prior to the trip taking place.</li> <li>Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Local Authority)</li> </ul>	4	1	4	

<b>13</b>	Unable to stop the virus from spreading <b>Personal Hygiene</b>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>Always wash hands after using the toilet, before eating or handling food, and after handling animals.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>PPE for cleaners as per MSDS and/or COSHH risk assessments</li> <li>PPE for cleaners when completing a Deep Clean</li> <li>The correct PPE should be used when handling cleaning chemicals.</li> <li>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</li> <li>PPE is worn by First Aiders</li> </ul>	4	1	4
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14	Unable to stop the virus from spreading <b>General Cleaning</b>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>• The school is cleaned with normal household disinfectant.</li> <li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>• Objects which are visibly contaminated with body fluids.</li> <li>• All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>• Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE</li> </ul> <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>• All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>• When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</li> <li>• Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>• Always segregate domestic and clinical waste, in accordance with local policy.</li> <li>• Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</li> <li>• All clinical waste must be removed by a registered waste contractor.</li> <li>• All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</li> </ul> <p><b>School Environment</b></p> <ul style="list-style-type: none"> <li>• Wall-mounted hand sanitizer dispensers have been installed around the school building</li> <li>• 500ml hand sanitizer gels are located in every classroom</li> </ul>	4	1	4	
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				<ul style="list-style-type: none"> <li>• Hand sanitizer wipes are in all practical classrooms to wipe keyboards etc after each use/lesson</li> <li>• Cleaners will be on-site during school hours ensuring that areas (door handles, stairwells etc) are continually wiped clean</li> </ul> <p><b>Communal Staff Room</b></p> <ul style="list-style-type: none"> <li>• Communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas. Where this is not possible, communal cutlery/mugs etc. should be washed thoroughly using soap and warm water, dried using a paper towel or towel designated for this purpose (not a hand towel)</li> <li>• Introduce 'one out, one in' system across communal toilets. No more than one person at any time. 'Knock and call' system in place with signage to toilet doors to state 'please knock and call before entering'</li> <li>• Limit hot desking, so far as is reasonably practical, were this is not possible provide wipes for staff to wipe down equipment before and after usage.</li> </ul> <p><b>General Points</b></p> <ul style="list-style-type: none"> <li>• Maintain good ventilation by opening doors/windows</li> <li>• So far as is reasonably practical refrain from sharing physical office items, pens, papers, staples, desk phones (if shared ensure cleaning after use)</li> <li>• Use of lifts limited to one person at a time (surfaces to be cleaned as soon as possible afterwards)</li> <li>• Room capacity notices on every non-teaching room doors must be strictly adhered to.</li> <li>• The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use.</li> <li>• Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of</li> </ul>			
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					remote communication to host meetings where facilities are readily available. <ul style="list-style-type: none"> <li>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</li> <li>Meeting room capacity is reduced to comply fully with prevailing social distancing measures</li> <li>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</li> </ul>				

15	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p><b>Deep Cleaning.</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> <li>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</li> <li>Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing).</li> <li>Once used all PPE is disposed of</li> <li>Hands are washed before and after cleaning for at least 20 seconds.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</li> </ul>	4	1	4
					<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li> <li>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution,</li> </ul>			

					<p>application and contact times for all detergents and disinfectants</p> <ul style="list-style-type: none"> <li>• If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>• When items cannot be cleaned using detergents or laundered, for example,</li> <li>• Upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> <li>• If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</li> <li>• 1. Should be put in a plastic rubbish bag and tied when full.</li> <li>• 2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>• 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>• Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>• If the individual tests negative, this can be put in with the normal waste</li> <li>• If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> <li>• If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by</li> </ul>				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
		▪			

**Useful Websites**

Health and Safety Responsibilities	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>
	<a href="https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm">https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm</a>
	<a href="https://www.hse.gov.uk/services/education/faqs.htm#a1">https://www.hse.gov.uk/services/education/faqs.htm#a1</a>
Business Continuity Plan	<a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings</a>
Guidance for full opening – schools (published 2 <sup>nd</sup> July 2020)	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>
Current guidance on shielding	<a href="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">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</a>
Current guidance on Clinically vulnerable	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>
Other nonmedical vulnerable people	<a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a>
Providing extra mental health support	<a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>
	<a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a>
	<a href="https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380">https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</a>
Behaviour Expectations	<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a>
Remote Education Support	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</a>
	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a>
	<a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</a>

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

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



**Acknowledgement**

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

Name	Signature	Date	Name	Signature	Date