

Area/Activity Assessed	School COVID-19 Opening v8	Date	20 th January 2021
Assessment Completed By	Mark D'Arcy	Person(s) Consulted	Mike Long (Compliance H&S)

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

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

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

This Risk Assessments was implemented on the 12th January 2021 by Compliance Education in line with latest government guidance and tailored to St Margaret's CE Academy by Mark D'Arcy. This document can also be found on the school website.

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

The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probabi lity	Risk		Severity	Probabi lity	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> Every room in the school has been cleaned and sanitised. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. The Schools reopening plan has been created in line with current Government, Public Health, DfE guidelines. <p>As part of the Governments guidelines</p> <ul style="list-style-type: none"> All staff and students will have access to coronavirus tests via the NHS website. Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (<i>See school reopening plan</i>) It is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. 	4	2	8	A plan is to be created for the building and each department

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					<ul style="list-style-type: none"> Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance has therefore been mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance apply, including: <ul style="list-style-type: none"> parents' duty to secure their child's attendance regularly at school schools' responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities' code of conduct School Uniform <ul style="list-style-type: none"> Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. Wearing of blazers is optional but remainder of the policy is still applicable Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures. Contingency Plans <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on remote education support. Where restrictions have been implemented locally for certain sectors (from national direction), we anticipate that schools remain open to vulnerable children and children of critical workers. Parents/carers are advised to keep their children home if they can. Face coverings should be worn by staff and students from year 7 and above, outside classrooms when moving around 				

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					communal areas where social distancing cannot easily be maintained. <ul style="list-style-type: none"> • Face coverings should also be worn by all students inside the classroom. Safeguarding <ul style="list-style-type: none"> • Safeguarding policies have been reviewed (including Online Safety and Acceptable Use Policies in line with KCSIE2020) and the DSL will co-ordinate multi-agency working as required. COVID-19 addendum to Child Protection Policy. Ventilation <ul style="list-style-type: none"> • School is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors (unless identified as fire doors) can also assist with creating a throughput of air. Blinds open where possible to maximise airflow in rooms. • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak (https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and CIBSE coronavirus (COVID-19) advice 				

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					<p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Testing</p> <ul style="list-style-type: none"> Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place. 				
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Where necessary the Principal will instruct all students and staff who have travelled abroad to adhere to current government guidelines and self-isolate for 10 days at a declared UK address. 	4	1	4	
3	Staff and Students who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is	4	4	16	<ul style="list-style-type: none"> The school has liaised with staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus. Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment. Staff and Parents will follow the advice given to them by their/or their child's General Practitioner. 	4	2	8	Vulnerable person RA forms available

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	vulnerable, or they are from the BAME community.				<ul style="list-style-type: none"> 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. School have reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person. Temporary adjustments when necessary will be put in place. Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. Clinically extremely vulnerable pupils are advised to not attend school. All other staff should continue to be available to attend work, including those living in a household with someone who is clinically extremely vulnerable. Further guidance regarding clinically extremely vulnerable is available if required. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the below advice. Pregnant women of any gestation should not be required to continue working if this is not supported by a risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. School should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 				

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4	Risk of infection	3	4	12	<ul style="list-style-type: none"> School will immediately isolate any people who has a continuous cough or any irregular coughing episodes. The isolation room (IEU) can comfortably accommodate a distance of 2 metres per person The isolation room is kept clean – using antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines. Hand sanitizer and hand washing facilities are available throughout the school. Waste bins are monitored and emptied regularly. Any staff presenting as symptomatic will be immediately sent home. Any pupils presenting as symptomatic will be taken to the isolation area and parents requested to collect their child. Teachers will ensure that all students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. Staff will keep a minimum of 2 metre distance when collecting and releasing students to their parents. Where possible communication between parents and the school will be via text message/email or social media. Any parents requiring to speak with teaching staff should be either behind the reception screen or at a minimum of 2 metres apart. School will not open any longer than is necessary. All visitors and contractors to school will be limited to essential personnel only i.e. to fix defective boilers, catering staff etc. Contractors are aware they must not visit the school if they or anyone they have come into contact with are symptomatic. 	3	3	9	
5	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	4	2	8	<ul style="list-style-type: none"> Staff and Students are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone. Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 10 days. 	4	1	4	

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	<p>or confirmed with having Coronavirus</p> <p>Or contacted through the NHS Test and Trace</p>				<ul style="list-style-type: none"> Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested. Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required. In line with evolving advice, the practice of social distancing will be carried out with a general assumption of all parties being potentially asymptomatic carriers, therefore reducing unnecessary contact in all situations School will communicate the availability of Lateral Flow Testing to all school users and encourage participation in regular testing. 				
6	Staff and Students displaying symptoms.	4	3	12	<p>Whilst on site.</p> <ul style="list-style-type: none"> The School will be notified immediately of any staff member or pupils displaying symptoms. Staff and Pupils displaying symptoms of Coronavirus will be sent home. All remaining Staff and Pupils will be kept informed of the person's condition and asked to monitor their own health. A suspected coronavirus letter will be sent home with each student and parents/cares are asked to monitor the health of their child. 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. Suitable PPE is available for First Aiders or staff providing care in a distance of 2 metres cannot be maintained. 	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 2nd language.</p>

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					<ul style="list-style-type: none"> Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested. All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases. 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. <p>Positive Result</p> <ul style="list-style-type: none"> The Principal will notify Local Health Protection Team, Compliance Education and School Governors. Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT) The school will work closely with the 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. Where possible classrooms are secured and left for 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected. Follow the System of controls: Prevention 				

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					<p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>2) Face coverings are used in schools; both inside and outside the classroom.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>8) Always keeping occupied spaces well ventilated.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Early detection of Coronavirus limits the risk of transmission. Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place, Local testing centres are putting measures in place to prioritise school user testing</p> <p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process.</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p>				

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					11) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant.				
7	Unable to social distance on public transport	4	3	12	If it is necessary to travel, those travelling are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport. This will allow people travelling to maintain social distancing. If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable Use of school transport <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing • Where possible students are grouped together on transport which reflects the POD or year group adopted by the school • Hands are sanitised upon boarding and/or/disembarking • The School vehicle is cleaned regularly. • Students are instructed to maintain an orderly queue and where possible seated in order of embarkment. • All students will wear a face covering if they are likely to come into contact with people outside their group/POD. Public Transport <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing • All Staff and Students will wear a face covering • 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 Car Sharing or Parents picking students up <ul style="list-style-type: none"> • All Staff and Students will wear a face covering if they are traveling with person from another household. • Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. 	4	1	4	

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					Cycling <ul style="list-style-type: none"> The school have adequate bicycle security sheds. Training for removing face coverings <ul style="list-style-type: none"> Where necessary, 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. 				
8	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> An adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure staff requalification dates have not lapsed. The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ RIDDOR <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice The school will contact Compliance Education immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	5	1	5	
9	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. All alarm and emergency lighting systems are maintained by appointed competent contractor. The COVID-19 fire procedure is explained to all staff members who are aware of the school fire safety arrangements. Regular fire evacuation drills are practiced termly as a minimum. 	5	1	5	

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					<ul style="list-style-type: none"> All staff members receive fire awareness training at regular intervals. Smoking prohibited in the building in line with current legislation. All alcohol-based hand sanitiser is situated far away from naked flames. 				
10	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> Rules on social distancing are shared, discussed and regularly reinforced positively. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible. <p>This includes etc:</p> <ul style="list-style-type: none"> Following all temporary alterations to the school's routine and procedures that have been implemented by the Principal and SLT to protect both the staff and students. 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. Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when changing rooms. Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it' Cleaning routines have been enhanced. The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. Where possible staff and students will refrain from having close face to face contact with another person. Staff are instructed to maintain a 2 metres distance at all times from students and other members of staff. 	4	1	4	

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					<ul style="list-style-type: none"> Staff and Students are discouraged from gathering in large close groups. 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. Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. See latest guidance for more information; https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#where-local-restrictions-apply <p>See School Plan for further details on how the school will manage and implement social distancing measures.</p>				
11	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>The Head Teacher together with SLT have put together a school plan which details all the processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p>Outside the classroom:</p> <ul style="list-style-type: none"> The school stagger start and finish times. The school will encourage parents as far as reasonably possible to refrain from gathering together outside the school gates. Where possible pupils will access their Bubbles directly. Bubbles are kept apart, meaning that the school avoids large gatherings such as assemblies or collective worship with more than one Bubble/POD. Movement along corridors is kept to a minimum. There is an additional requirement that face coverings should be worn by staff and students in school, whilst acknowledging some individuals may be exempt. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it 	4	1	4	

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					<p>should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Lunch</p> <ul style="list-style-type: none"> School meals will be served in the canteen on a Bubble/POD rota basis, all tables and chairs are cleaned before the next Bubble/POD is due. School meals may also consist of packed lunches which are delivered to the Bubble/POD on their designated short day. Movement along corridors is kept to a minimum. The school has assessed and where possible, put measures in place which avoids pupils moving from one POD/Bubble to another and ensures where possible pupils do not need to move through another POD/Bubble to get to the toilet. <p>Within the Bubble</p> <ul style="list-style-type: none"> In order to reduce the risk of transmission all pupils are kept in consistent groups/POD's/Bubbles. Bubbles / Pods have been assessed for maximum capacities based on a distance of 2m between student desks and 2m between staff and students Pupils are seated at forward facing desks, laid out side by side. Pupils are encouraged to keep their distance. Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres) Teachers where possible will adapt teaching to minimise face-to-face contact. Teachers who operate across different class bubbles/pod's in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff. 				

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					<ul style="list-style-type: none"> Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and none-fire doors are opened. All learning resources that are shared between Bubbles/PODs are cleaned or where possible placed in isolation for 48-72 hours before cleaned and used by another Bubble/POD <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> Ensure all predetermined routes are clearly sign posted/marked. Additional signage throughout the school highlighting important messages relating to the virus is in place. 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. Protective screening is erected where required All unnecessary furniture is removed and stored safety. All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained. The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health. The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. The Caretaker will decommission water fountains. The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. Rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day 				

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					<ul style="list-style-type: none"> Will check cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained. Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment Vending machines are wiped down regularly. <p>Catering Manger https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> The Catering Manager will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. The catering staff will ensure food is bought from reputable sources and used by recommended date. The Catering staff will ensure personal hygiene and handwashing is maintained. The Catering Manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. The catering staff will clean and disinfect food storage and preparation areas. The catering staff will ensure a clean uniform is worn each day. The Catering Manager will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron where applicable) The Catering Manager will review the menu to reduce the number of catering staff in the kitchen at any one time. The Catering Manager will plan their meals to reflect the equipment needed and its location. The Catering Manager will look at ways to protect staff whilst serving. Screen have been erected where necessary 				

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					<ul style="list-style-type: none"> Contactless payments are implemented Tables and chairs and other touch points are sanitised between each sitting. Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible. <p>Library</p> <ul style="list-style-type: none"> The School will keep abreast of all current guidelines in relation to library safety. The school will review their staff rota so social distancing in the office is maintained. The school will review their collection and return books process. All returned books will be secured safely for 48 hours before being returned to shelves. The school will monitor and manage the number of persons in the library at any one time. Rooms are well ventilated <p>Heads of Department (Maths, English, Geography etc)</p> <ul style="list-style-type: none"> The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups. Practical sessions are programmed in various rooms around site and at different times to reduce the movement of persons around the building and to ensure each classroom is cleaned before being used by another year group. Rooms are well ventilated <p>Heads of Department (Drama, Music and PE)</p>				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind The PE department will follow current guidelines and only introduce contact sports and indoor gym sessions when it is safe to do so. <ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework Pupils are kept in consistent groups Sports equipment is thoroughly cleaned between each use by different individual groups Outdoor sports are prioritised where possible and large indoor spaces used where it is not. Maximising distancing between pupils Scrupulous attention to cleaning and hygiene - this is particularly important in a sport setting because of the way in which people breathe during exercise. In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p>				

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					<p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <ul style="list-style-type: none"> The Department Heads of music will follow current guidelines and only introduce wind instrument practical rehearsals/lessons when it is safe to do so. Drama and music rehearsals/lessons are structured to minimise close contact with others. The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. The Department Heads will review the COVID classroom/practice/sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. 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 Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing. Practical lesson plans are reviewed to minimising contact/ensure social distancing is maintained. Practical sessions are programmed in various locations around site and at different times to reduce the movement of persons around the building. Small groups will use the larger rehearsal rooms when necessary to reduce the risk of students catching the virus from respiratory aerosol All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. Rooms are well ventilated <p>Heads of Department (DT, ART, Cookery, Science etc)</p> <ul style="list-style-type: none"> The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. 				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. The Department Heads will review the COVID classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. Students will be instructed to maintain good hand hygiene. Touch points on equipment will be wiped down regularly. PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained. Rooms are well ventilated <p>Offices/Reception Area</p> <ul style="list-style-type: none"> Touch points on equipment will be wiped down regularly. A protective screen has been installed to the reception desk. Only essential visitors and contractors are allowed on site and by appointment only. Visitors are discouraged from gathering in large groups. All unnecessary furniture in the reception area has been removed. Where possible staff will refrain from having close face to face contact with others Rooms are well ventilated <p>See School Plan for further details on how each department will manage and implement COVID safety measures.</p>				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
12	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> The school has assessed the need to resume after-school provision. Students where possible will be placed in year group POD. Physical sports and activity groups will follow the same regulations as curriculum PE. https://www.sportengland.org/how-we-can-help/coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation	4	1	4	
13	Arranging and/or attending inappropriate Education Visitors	4	3	12	<p>There will be no educational visits at this time. When advice changes, school will undertake the following process:</p> <ul style="list-style-type: none"> No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits. All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. All Educational Visits will be checked and approved by SLT prior to the trip taking place. Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Local Authority) 	4	1	4	
14	Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities when it is ready and feels the school, the club or organisation can maintain a COVID-safe environment. The school will ensure all necessary building and grounds comply with government, sports, and performing arts guidance Schools will carry out all necessary due-diligence to ensure the club or organisation hiring the facilities have all the necessary qualifications and have provided the school with sufficient information on how they will ensure all persons attending and your facilities will be kept COVID-safe. A COVID contract will be drawn up. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
15	Lack of control over contractors/visitors coming onto site	4	2	8	<ul style="list-style-type: none"> During school hours No contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher. All contractors and visitors are instructed to report to the Main school reception upon arrival. All contractors and visitors will be instructed to adhere all Covid requirements i.e. social distancing, PPE etc All contractors and visitors are asked for verbal or written evidence to confirm that: <ol style="list-style-type: none"> I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days. I have not travelled abroad to any country outside of the 'travel corridor' with in the last 10 days. I have not been contacted by the NHS Test and Trace service within the last 10 days. The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff 	4	1	4	
16	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE for cleaners as per MSDS and/or COSHH risk assessments PPE for cleaners when completing a Deep Clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders 				
17	Unable to stop the virus from spreading General Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. <p>School Environment</p> <ul style="list-style-type: none"> Wall-mounted hand sanitizer dispensers have been installed around the school building 500ml hand sanitizer gels are located in every classroom Hand sanitizer wipes are in all practical classrooms to wipe keyboards etc after each use/lesson Cleaners will be on-site during school hours ensuring that areas (door handles, stairwells etc) are continually wiped clean <p>Communal Staff Room</p> <ul style="list-style-type: none"> 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) 				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> 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' 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. <p>General Points</p> <ul style="list-style-type: none"> Maintain good ventilation by opening doors/windows So far as is reasonably practical refrain from sharing physical office items, pens, papers, staples, desk phones (if shared ensure cleaning after use) Use of lifts limited to one person at a time (surfaces to be cleaned as soon as possible afterwards) Room capacity notices on every non-teaching room doors must be strictly adhered to. 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. 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 <p>Meetings</p> <ul style="list-style-type: none"> All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. Meeting room capacity is reduced to comply fully with prevailing social distancing measures Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. 				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
18	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing. Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, 	4	1	4	

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

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment 				

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

Useful Websites

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

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

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

Acknowledgement

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

Name	Signature	Date	Name	Signature	Date