

Risk Assessment – Covid-19 September 2020-21		13-07-20	Abbey Hey Primary Academy
<b>Responsible Person</b>	Paul Graham: Headteacher <div style="border: 1px solid black; padding: 5px; display: inline-block;">             comments. Section on 'Suspected/confirmed cases' refers to "Child's wellbeing and status observed from a safe distance when possible following the guidance outlined in "Covid-19: Implementing protective measures in education and childcare settings, 'What happens if someone becomes unwell at an educational or childcare setting'" . This guidance is now obsolete and has been replaced by the contents of the 'Guidance for Full Opening' document.           </div>		
<b>Other persons involved:</b>	Catherine Horton-Hale (SVP), SLT (Kylie Losper, Emma Westerman, Amanda Eldridge, Tracey Short, Vicki Chadderton, Business Manager, Jo O'Hara, NEU Reps Tracey Short & Vicki Chadderton, Site Manager Darren Newton		
<b>Guidance Material Considered</b>	<p>Guidance for full opening which include:</p> <ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools</a> (2 July)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (2 July)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (1 July)</li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> (27 May)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.</li> <li>• NHS - Test and Trace – How it works (11 June)</li> </ul> <p><b>This Risk Assessment should read in conjunction with the school's Wider Reopening Plan September 2020.</b></p>		

Details	
<p>Covering staff and student H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, including the full opening process to commence 1<sup>st</sup> September 2020</p> <p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> <li>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</li> <li>2) Clean hands thoroughly more often than usual</li> <li>3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) Minimise contact between individuals and maintain social distancing wherever possible</li> </ol>	<p><b>Are Control Measures (Yes)</b></p>

- 6) Where necessary, wear appropriate personal protective equipment (PPE)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

- Numbers 1 to 4 are in place in all the time.
- Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 6 applies only in specific circumstances.

Numbers 7 to 9 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>• <b>Staff contracting Covid-19</b></li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Any staff who are not required in school and can continue to work from home will continue to do so.</li> <li>• Health screening of employees carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days.</li> <li>• To support the testing process, the school have been provided with a supply of home testing kits</li> <li>• If the test is positive:               <ul style="list-style-type: none"> <li>○ The staff member remains off for 7 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school.</li> <li>○ The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> </ul> </li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>To be in place Aut 2020</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>To be in place Aut 2020</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> <li>If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>	Y	Y
<b>Infection Control (people)</b>	<b>Staff, Pupils, Visitors</b>	<ul style="list-style-type: none"> <li><b>Pupils contracting Covid-19</b></li> </ul>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>To support the testing process, the school have been provided with a supply of home testing kits.</li> <li>Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required.</li> <li>A negative result means the pupil can return to school.</li> <li>Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> </ul>	Y Y Y Y Y	Y Y Y Y Y
<b>Infection Control (people)</b>	<b>Staff, Pupils, Visitors</b>	<ul style="list-style-type: none"> <li><b>Visitors contracting Covid-19</b></li> </ul>	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family</li> <li>Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.</li> <li>Specialist and supply staff are permitted to enter the school at a pre-arranged time providing they have an arranged appointment.</li> <li>General visitors are allowed to be admitted to the school at the discretion of the head teacher. Those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance</li> </ul>	Y Y Y Y Y Y	Y Y Y Y Y Y

			<p>from other staff and pupils. They will be expected to leave contact details with the school office for the purpose of test, track and trace. To comply with GDPR personal details will be destroyed after twenty-one days.</p> <ul style="list-style-type: none"> <li>Deliveries of any type will not be permitted between the hours of 8am – 10am and 2pm – 4pm</li> <li>Deliveries of supplies will be managed at the main entrance to the school, using the intercom system to communicate with the receptionist or site manager. There are separate entrances to the kitchen from outdoors.</li> </ul>	Y	Y
				Y	Y
				Y	Y
Suspected / confirmed case in school	Staff/ pupils	<ul style="list-style-type: none"> <li><b>Potential contamination of surfaces and for person to person spread</b></li> </ul>	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Pupil isolated in secure designated area ( old SLT office) if awaiting collection in line with <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#"><i>COVID-19: cleaning of non-healthcare settings</i></a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Any pupil with symptoms is escorted to the allocated area.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Headteacher immediately informed of child being unwell with suspect Covid-19.</li> </ul>	N/A	N/A
			<ul style="list-style-type: none"> <li>Parents/Carers contacted and asked to collect immediately (2 emergency contact numbers held by school).</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Child's wellbeing and status observed from a safe distance when possible following the guidance outlined in "Covid-19: Implementing protective measures in education and childcare settings, 'What happens if someone becomes unwell at an educational or childcare setting'</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Guidance received from Manchester Public Health Department detailing local arrangements. Copy given to all staff</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Double bagged receptacle in situ. All PPE to be removed afterwards following government guidance and stored in a specified container in an external area away from public access.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>RD notified immediately of any confirmed cases in school</li> </ul>	Y	Y

<p><b>Infection Control (practices)</b></p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> <li><b>Operational practices in place to minimise the risk of the spread of infection</b></li> </ul>	<p><u><b>Good Hand and Respiratory Hygiene (key principles to be applied)</b></u></p> <ul style="list-style-type: none"> <li>• Soap and running water or alcohol-based hand sanitiser to be readily available</li> <li>• Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, before and after break, before and after using the toilet, and before and after eating (at a minimum)</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands</li> <li>• Practices built into school behaviour culture.</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school.</li> <li>• School provides tissues and sufficient bins to support disposal of waste.</li> <li>• School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Specific arrangements (Risk assessments) in place to support named individuals.</li> <li>• Face coverings in school not recommended but are required for those &gt;11 yrs using public transport – will require control on entry.</li> <li>• All teaching areas and classrooms are fitted with hand washing facilities.</li> <li>• Handwashing is built into the school timetable.</li> <li>• Individual children with skin conditions are identified.</li> <li>• Frequent reminders throughout the day to promote good hand and respiratory hygiene.</li> <li>• Regular robust handwashing to be carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises.</li> </ul>	<p>Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y</p>	<p>Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y</p>
<p><b>Infection Control (practices)</b></p>	<p>Staff, Pupils, Visitors</p>	<p><b>Operational practices in place to minimise the risk of the spread of infection</b></p>	<p><u><b>Grouping (key principles to be applied)</b></u></p> <ul style="list-style-type: none"> <li>• Schools to do all they can to minimise contacts and mixing while still delivering curriculum.</li> <li>• Aim to reduce contact between staff and pupils</li> <li>• Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings.</li> <li>• All homework will be in the form of SWAYs online.</li> <li>• Focus will be on groups for younger children, and distancing for older children.</li> <li>• Within year group bubbles, groups apart as much as possible.</li> <li>• In shared environments/equipment increase cleaning frequencies.</li> <li>• Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted.</li> </ul>	<p>Yes Yes Yes Yes Yes Yes Yes Yes N/A Yes</p>	<p>Yes Yes Yes Yes Yes Yes Yes Yes N/A Yes</p>

			<ul style="list-style-type: none"> <li>○ Breakfast Club, taking place in year groups in nominated classrooms supported by members of staff from that year group</li> <li>○ After school club: For key workers and again children remain within year group bubbles.</li> </ul> <ul style="list-style-type: none"> <li>• The larger the group, the more robust the other controls need to be.</li> <li>• No expectation that young children distance within their groups.</li> <li>• Partial fulfilment of these aims acknowledged as being of benefit.</li> <li>• Siblings can be in different groups.</li> <li>• All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.</li> <li>• To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. Records of children and staff working within class and year group bubbles are available in the school office.</li> <li>• Break times will be staggered within year group bubbles and allocated to their own area of the playground.</li> <li>• Pupil lunches will be staggered as per timetable. Children will eat in their year group bubbles in the dining hall. Each sitting will consist of 1 year group appropriately socially distanced all forward facing.</li> <li>• Staff lunches will be staggered according to timetables.</li> </ul>	Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
			<p><b><u>Measures within Classrooms – (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• EYFS/Nursery and years 1 to 6</li> <li>• Distancing remains unlikely to be possible. Focus remains on small group size and separation of year groups as control mechanism.</li> <li>• Three classes sizes of 30 in place within each year group, plus one teacher and one teaching assistant.</li> </ul>	Y	Y
				Y	Y
				Y	Y

		<ul style="list-style-type: none"> <li>• Movement of pupils and staff throughout the day is staggered.</li> <li>• Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties, where possible.</li> <li>• Classrooms from Years 1-6 to be set up in rows facing the front with a 2m square space at the door (ensuring that visitors to the class can maintain social distancing).</li> <li>• Children to sit 2 to a table facing forwards following the 1m+ distancing.</li> <li>• Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources</li> <li>• Avoid face to face contact and limit time spent within 1m of anyone.</li> <li>• EYFS to be set up following the principles of Continuous Provision. All unnecessary furniture and soft furnishing will be removed. An enhanced programme of cleaning throughout the day will be in place. Children will be encouraged to wash their hands frequently. Children will remain within the EYFS bubble throughout the day.</li> <li>• Education and care support for those with complex needs to be provided as normal.</li> <li>• Where interventions are in place, the following rules must be adhered to: <ul style="list-style-type: none"> <li>• Staff wash hands before and after working with a group.</li> <li>• A space for the intervention must be identified and set up with separate desks placed at a suitable distance.</li> <li>• Pupils will bring their own pencil cases etc to the intervention.</li> <li>• Additional equipment needed for the child will be set up in the space before the start of the session.</li> <li>• The member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul> </li> <li>• Desks to be separate and forward facing with 2 pupils per desk from Y1 to Y6.</li> <li>• Adults within classes to observe social distancing with other adults.</li> <li>• Cleaning materials have been provided and is used by staff in each bubble throughout the day at regular intervals.</li> </ul>	Y	Y
		<p><b><u>Measures Elsewhere (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• Groups to be kept apart where possible.</li> <li>• Assemblies, to take place one year group at a time or in own classrooms via a sway presentation.</li> <li>• Timetable shared with all staff in July 2020 indicating how to keep groups apart and minimise movement around the site as much as possible.</li> <li>• Passing persons on corridors remains low risk but pinch-points have been considered and highlighted to staff in July 2020.</li> </ul>	Y	Y

		<ul style="list-style-type: none"> <li>• Fire evacuation procedures updated and shared with staff July 2020 (though in a real fire the risk from fire takes precedence).</li> <li>• Staggered break and lunchtimes have been timetabled to minimise mixing of groups. A cleaning rota has been created for the dining halls to ensure that surfaces are cleaned between groups.</li> <li>• Staff spaces have been considered. An additional staff room has been introduced and rotas for use are in place and have been shared with staff. Reference to BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas has been made.</li> <li>• Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> <li>○ On arrival and before departure</li> <li>○ Before and after break</li> <li>○ When groups change areas</li> </ul> </li> <li>• Before and after using the bathroom</li> </ul>	Y	Y
		<p><b><u>Measures for Arrival and Departure (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• Stagger start and finish times to prevent year groups mixing where possible, but without reducing the amount of teaching time.</li> <li>• Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates.</li> <li>• Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport.</li> <li>• Breakfast Club, booking system in place for all year groups. Pupils will be grouped into their year group bubbles within their designated classroom.</li> <li>• <b>Nurse Class</b> arrive at 9.00am and finish at 3.15pm. Parents wait on 2m spaced designated markings at Gate 3 until collected by staff member. Parents leave school site immediately after handing over child at the EYs Gate 3. Parents will wait on the designated markings at home time to collect their child from a member of staff.</li> <li>• <b>Reception</b> arrive at Gate 2, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at Gate 2, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over child at the EYs Gate 2. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.</li> </ul>	Y	Y



- **Year 1** arrive at Gate 3, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at gate 3, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the Gate 3. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.
- **Year 2** arrive at Gate 4, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at gate 4, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the EYs Gate 4. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.
- **Year 3** arrive at Gate 2, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at gate 2, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the Gate 2. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.
- **Year 4** arrive at Gate 1, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at gate 1, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the Gate 1. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.
- **Year 5** arrive at Gate 1, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at Gate 1, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the Gate 1. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.
- **Year 6** arrive at Gate 4, staggered from 8.30 to 8.50 in ten-minute intervals. Parents wait at Gate 4, on 2m spaced designated markings until the children have been collected by a staff member. Parents will leave immediately after handing over their child at the gate 4. Parents will wait on the designated markings at home time from 2.45 until 3.05, staggered in ten-minute intervals to collect their child.

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

		<p><b><u>Other Considerations (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• Specific Risk assessment for those with SEND needs have been carried out to help with adjustments. Transition arrangements in place.</li> <li>• Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.</li> <li>• Contractors and other visitors to site will be expected to distance as much as possible. Before arrival, a copy of the risk assessment will be provided. Visitors will be expected to sign in and records kept for twenty-one days as school may be required to trace persons if required to by PHE).</li> <li>• Equipment – <ul style="list-style-type: none"> <li>• Personal items, each child will be given a resource pack, containing; pens, pencils, colours, rule, rubber, highlighter, whiteboard pens and white boards.</li> <li>• Other Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning</li> <li>• Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> <li>• Outdoor play equipment cleaned more regularly (refer to the previous point)</li> <li>• Pupils should limit the amount of equipment they bring to school</li> <li>• Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul> </li> </ul>	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y
		<p><b><u>Dedicated school transport (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term.</li> <li>• Principles outlined above should be carried over, with emphasis on maintaining groups where possible</li> <li>• If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this).</li> <li>• DfE to publish further guidance for LA provided transport.</li> <li>• School to follow Manchester Public Health guidance when swimming recommences.</li> </ul>	Y Y Y Y Y	Y Y Y Y Y
		<p><b><u>Public Transport (key principles applied)</u></b></p> <ul style="list-style-type: none"> <li>• Take steps to depress demand at peak times (Stagger start/finish times)</li> <li>• Promote walking/cycling to school if possible</li> </ul>	Y Y	Y Y



			<ul style="list-style-type: none"> <li>Publish the findings of this risk assessment on the school website.</li> <li>Leaders to provide reassurance that school have followed all advice and guidance when completing the risk assessment and plan for wider school re-opening to all who are feeling anxious, nervous or stressed about returning to work.</li> <li>Headteacher weekly briefings and shared updates with all staff.</li> <li>Timetable has explicit well-being lessons. (Morning meeting)</li> <li>Headteacher dojo message to the whole school community uploaded to the website.</li> </ul>	Y Y Y Y Y	Y Y Y Y
<b>Cleaning</b>	<b>Staff, Pupils, Visitors</b>	<b>General hygiene to interrupt transmission from contact surfaces</b>	<ul style="list-style-type: none"> <li>Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Two additional cleaners contracted for 2 hours daily extra cleaning before and after lunch time to clean, staffroom, toilet facilities and frequently used surfaces.</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#"><u>COVID-19: cleaning of non-healthcare settings</u></a></li> <li>Where cleaning is contracted out the school still keep a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Confirmation by email from essential hygiene Cleaning.</li> <li>Training has been given for teaching/support staff to provide an element of cleaning.</li> <li>All staff will provide an element of day to day cleaning, wiping of surfaces and resources during the day. This is in addition to the thorough cleaning provided by contracted cleaners. Staff will be trained in the use of appropriate PPE for such tasks and the use of COSHH approved substances and the safe disposal of waste.</li> <li>Each class has been provided with material for intermittent cleaning throughout the day.</li> <li>Staff made aware of COSHH/data sheets, which will be made available and must only use products made available.</li> <li>Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use.</li> </ul>	Y  Y Y Y Y Y Y Y Y	Y  Y Y Y Y Y Y Y
<b>Delivery of 'higher risk' subjects</b>		<b>Delivery of lessons such as Science, D&amp;T, Drama and PE require pupils and staff to work</b>	<ul style="list-style-type: none"> <li>Subject leads to review their risk assessments for the planned activities and update accordingly.</li> </ul>	Y Y Y	Y Y Y

		<p><b>in close proximity thereby increasing the risk of infection.</b></p> <p><b>Educational Visits</b></p>	<ul style="list-style-type: none"> <li>Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</li> <li>Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.</li> <li>PE will be delivered outside in class bubbles. Any equipment must be cleaned before and after use. (contact sport is not permitted)</li> <li>Sports Coach has been given an individual risk assessment.</li> <li>Play Therapy – Individual risk assessment in place for member of staff providing sessions and cleaning materials provided.</li> <li>Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning.</li> <li>Robinwood residential visit postponed.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p><b>Intimate Care/Higher Dependency Pupils</b></p>	<p><b>Staff, Pupils</b></p>	<p><b>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</b></p>	<ul style="list-style-type: none"> <li>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</li> <li>No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>If a child, becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p><b>Failure to follow local rules</b></p>	<p><b>Staff, Pupil, Visitors</b></p>	<p><b>Persons fail to follow local rules due to lack of awareness.</b></p>	<ul style="list-style-type: none"> <li>Pupils will receive training during inductions within their new class bubbles on the first day back</li> <li>Staff will receive instructions on inset day and reminders during weekly briefings to ensure clarity of arrangements and social distancing.</li> <li>Letter issued to parents via school website before re-opening Autumn term to explain arrangements regarding dropping off and collecting younger pupils.</li> <li>No parents/carers will be admitted in to the school building unless in an emergency. Deliveries are via the front car park with accessibility through the receptionist via intercom or by pre arrangement with the site manager.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

		<p><b>Persons violate local rules</b></p>	<ul style="list-style-type: none"> <li>• Leaders have developed a new behaviour policy to reflect the current climate and increased numbers of children returning to school. The policy has been shared with all members of staff and with children and parents.</li> <li>• Children who are known to present a possibility of not following the rules have individual risk assessments which have been agreed with the staff, parents and social workers, where appropriate. Staff working with these children will be provided with PPE equipment.</li> <li>• Leaders will not allow any individual to compromise the Risk Assessment in place which will ensure that all staff and children remain safe whilst at school.</li> <li>• Staff who wilfully choose not to follow the steps outlined in the risk assessment and wider re-opening plan, could be subject to disciplinary procedures; similarly, children could be subject to exclusions.</li> </ul>	<p>Y Y Y Y Y</p>	<p>Y Y Y Y Y</p>
<p><b>Maintaining a compliant premises</b></p>	<p><b>Pupils, Staff</b></p>	<p><b>Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.</b></p>	<ul style="list-style-type: none"> <li>• Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> <li>• Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. School has remained open throughout and all compliance checks are currently up-to-date.</li> <li>• Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> <li>• Site Manager directed by SBM to ensure all mandatory compliance checks for summer holiday period are completed weekly</li> </ul> <p><b><u>Key Checks</u></b></p> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• A log of who is on site</li> <li>• Daily Fire alarm panel operability checks</li> <li>• Daily site walks and checks on evacuation routes</li> <li>• Weekly fire alarm call point testing</li> <li>• Emergency lighting testing and maintenance for units located above ground level, in areas with no natural light, and in accommodation settings as a minimum e.g. boarding</li> </ul>	<p>Y Y Y</p>	<p>Y Y Y</p>

			<ul style="list-style-type: none"> <li>Annotate the fire risk assessment providing details on the changes made</li> </ul> <p><b>Legionella/Water Hygiene</b></p> <ul style="list-style-type: none"> <li>Do not drain down systems</li> <li>Maintain hot water provision and circulation</li> <li>Expand the weekly flushing of little used outlets to include every outlet, toilet, sink, urinal, shower etc. By maintaining throughput at all outlets it may be possible to eliminate the need for chlorination of the system prior to reopening.</li> <li>Annotate the legionella risk assessment providing details on the changes made.</li> </ul> <p><b>Gas</b></p> <ul style="list-style-type: none"> <li>Systems to remain operational to boilers and hot water generators and any other plant that is necessary</li> <li>Isolation of supplies to labs and prep rooms wherever possible.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>Systems to remain energised and in normal operating mode</li> <li>Where mechanical ventilation is present, re-circulatory systems to be adjusted to full fresh air mode.</li> <li>Occupied rooms to have windows open, where possible.</li> <li>Ensure that chemical store ventilation remains operational at all times.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>Secure as much of the school as is possible.</li> <li>Carry out (at least) weekly inspections of unoccupied areas.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Maintain adequate first-aid provision linked to the sort of work being carried out.</li> <li>Training on specialist equipment or procedures with a safety critical element e.g. D&amp;T equipment, scaffold towers</li> <li>Head to meet weekly during term time with the site/facilities/business manager to review any premises compliance items that are becoming a concern.</li> </ul>		
<b>The school lapses in following national/ group guidelines and advice</b>	<b>Staff, Pupil, Visitors</b>	<b>Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the</b>	<ul style="list-style-type: none"> <li>Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>Important updates/changes to be included in Jon Cole's Heads Bulletins.</li> <li>Head teacher to ensure that all relevant guidance is followed and communicated</li> <li>Senior Leaders to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

		<b>school and wider community</b>	<ul style="list-style-type: none"> <li>Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents by dojo/ Text and staff by email</li> </ul>	Y	Y
<b>Other Risk Assessments</b>	<b>Staff, Pupils</b>	<b>Other risk assessment that aren't updated and therefore become invalid</b>	<ul style="list-style-type: none"> <li>Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>Fire risk assessment reviewed</li> <li>Fire safety procedures in place as pre COVID .</li> <li>Staff training scheduled monitored and any slippage identified and updated as necessary</li> <li>Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</li> </ul>	Y Y Y Y	Y Y Y Y
<b>Display Screen Equipment (temporary home workers)</b>	<b>Staff</b>	<b>Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.</b>	<ul style="list-style-type: none"> <li>Staff allowed to take home peripherals and chairs from office</li> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>Additional equipment needs to be reviewed on a case-by-case basis</li> <li>Laptop provided to staff required to work from home</li> </ul>	Y Y Y Y	Y Y Y Y
<b>First Aid (temporary home workers)</b>	<b>Staff</b>	<b>Staff suffering injury at home</b>	<ul style="list-style-type: none"> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> </ul>	Y Y	Y Y
<b>Wellbeing/ Stress (temporary home workers)</b>	<b>Staff</b>	<b>Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress</b>	<ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link.</li> </ul>	Y Y Y	Y Y Y



<b>Assessment completed by:</b>	<b>Emma Westerman &amp; Kylie Losper</b>	<b>Date:</b>	13 <sup>th</sup> July	<b>Date of next review:</b>	24 <sup>th</sup> July
<b>Review completed by:</b>	<b>Paul Graham, Catherine Horton-Hale</b>	<b>Date:</b>	24 <sup>th</sup> July	<b>Date of next review:</b>	w/c 24 <sup>th</sup> August 2020
<b>Review completed by:</b>	<b>Paul Graham, Catherine Horton-Hale</b>	<b>Date:</b>	21 <sup>st</sup> August	<b>Date of next review:</b>	28 <sup>th</sup> September 2020
<b>Review completed by:</b>		<b>Date:</b>		<b>Date of next review:</b>	

## Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

### Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

### Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

### What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm. Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public, volunteers and others who could be affected.

### What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

### What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- |        |  |  |
|--------|--|--|
| source | <ul style="list-style-type: none"><li>• Eliminate or avoid the risk at its source</li><li>• Reduce the risk at its source</li><li>• Contain the risk</li></ul> | <ul style="list-style-type: none"><li>• Remove employees/pupils (as applicable)</li><li>• Reduce exposure to the risk</li><li>• Utilise personnel protective equipment</li></ul> |
|--------|--|--|

### Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

### Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

**Review Period**

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.