

Risk Assessment Overview

Details	
School: Avanti Fields School	Department: Whole School
Risk Assessment Title:	
General Risk Assessment – Coronavirus COVID 19 Schools Compliance measures with “ Guidance for full opening : schools^ Version 4– 16/02/2021	
Subject of assessment	
<p>This assessment will consider the risk associated with FULLY OPENING the school at the beginning of September 2020 as per the Government’s guidance: ‘Guidance for full opening: schools’ Published 2 July 2020 whilst COVID-19 remains a risk.</p> <p>Other relevant Government and DfE COVID-19 guidance is also considered when planning the provision to fully reopen the school along with specialist guidance relevant to curriculum and operational areas and moving to fully opening the school.</p> <p>The government have decided that the risk to children becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. Whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. While coronavirus COVID-19 remains in the community, this means making judgments at a school level about how to balance and minimise any risks from COVID-19 with providing a full educational experience for children and young people.</p>	
Who is at Risk?	
People at Direct Risk: Staff, Pupils and Visitors	Other People Who Could be Affected: Parents

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input checked="" type="checkbox"/> Low risk

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
1. Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Trust/ School "Sickness Policies" and protocols updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 10 days or until they are symptom free. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference to HR practice and procedures at AST Central team level Public Health England guidelines met, NHS guidelines met	
		Trust/ School "Sickness Policies" and protocols updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 10 days. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid and managing illness protocols in place Update Sickness Policy/procedures and share with all staff and parents	
		Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitor and contractor protocols in place	
		Communicate the updated school Sickness Policies to Parents and Staff	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate to parents including FAQs Staff training at start of term	

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1. Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brief existing contractors Long term contractors included in pre-term training	
		Develop new Visitor and Contractor arrangements for the school. No non-essential visitors are allowed onto the school site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitor protocols All visitors to be made aware of site rules.	
		Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure a log is kept of areas visited and people they have been in contact with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitor protocols	
		All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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2. Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For pupils displaying symptoms the school will follow the DfE guidance “What to do if a pupil is displaying symptoms of coronavirus (COVID 19) “.https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff that develop unconfirmed symptoms whilst on the school shall be asked to leave the school as soon as possible and obtain a test.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school to identify possible contacts and seek advice from Public Health England helpline.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid and managing suspected cases protocols in place Office at the front of the school will be the dedicated isolation room and will be signposted for ease. All Covid -19 incidents will be recorded as per normal arrangements	
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will adhere to strict guidelines pertaining to Covid19 symptoms and isolation procedure	
2. Contact with unwell		School should encourage the parents to have the child/young person tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals. Direct transmission of the virus to well individuals.	In the event of an unconfirmed case the school should ensure that the classroom, office or resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>		
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>		
3. Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.		If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 10 days. Contact Public Health England on the helpline 0800 046 8687.	x <input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	See AST close contact and self isolation procedures.	
4. Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then they should go home and self isolate for 10 days (or longer if the high temperature continues) In the event of a positive test the school will notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AST School response procedure	

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		Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont'	Direct transmission of the virus to well individuals.	If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AST School response procedure	
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student induction and training programme	

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		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student induction and training programme	
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Face Coverings: The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings apart from circulation spaces in secondary settings If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some colleagues or students may wish to wear face coverings. The School will support any individual who chooses to wear one.	
		School to undertake an assessment of any air conditioning system or air handling system (HVAC) if fitted, is able to ensure appropriate air changes per hour to reduce viral loading in classrooms, offices or work spaces. Guidance available from CIBSE COVID 19 Ventilation Guidance.	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	Action : Air con not to be used in main office and small office. Science labs not in use WH in use with open doors.	

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		School to identify any offices or work spaces that have poor ventilation and take appropriate steps to mitigate the problem. E.g reduce occupancy.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Main office reduce to 50 % occupancy through remote working . SLT office reduce to 50 % occupancy through remote working Staff room occupancy reduced to 5. Staff advised to eat in library and other upstairs classrooms. Mask to be worn at all times in offices where more than one member of staff present	
		Classrooms will have as much natural ventilation as possible. Windows and doors will be kept open.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Fire Doors – these doors can be left open to improve the ventilation of the premises. However, they must be manually closed when rooms are to be left empty for significant periods of time. School to assess which doors have to be left open and therefore need to be managed.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire doors in worship hall to be open when room in use.	
6. Direct contact with virus particles from	Direct infection of a well individual with virus particles	Staff and students are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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hand contact surfaces. 5. Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont'	transferred to hands to mucous membranes.	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands, using the approved "20 second" method, or sanitize their hands, on a frequent basis. It is suggested at least as follows: - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student induction and training programme	
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student induction and training programme	
		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supplies of hand sanitizer gel should be provided in all rooms in use and at entrances and in other locations to allow children and staff to use them as required to reduce the frequency of hand washing. This will be alcohol based at 70%	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser available in each classroom and at all access points around school	

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		Non alcohol based gels should be used in science labs, DT Workshops and catering areas where there is a risk of naked flames or sources of ignition.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non alcohol get to be in place for kitchen and Science labs (inside and on entrance) and science prep room .	
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Social Contact on site – Staff.	Direct transmission of virus from carriers to well individuals	School to identify the staff that are classified as clinically extremely vulnerable due to pre-existing conditions They should work from home where possible or in roles in school where it is possible to maintain strict social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment to be undertaken for any clinical extremely vulnerable staff	
		School to identify Staff that are clinically vulnerable or live with somebody who is in the clinically extremely vulnerable class and undertake personalised risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment to be undertaken for any clinical vulnerable staff or staff member who has been living with someone who is clinically vulnerable	
		School is to keep themselves aware of the Governments advice regarding the shielding of staff and react accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NB- It is likely the shielding advice will change significantly one the vaccine program has been extensively rolled out.	
		School to identify staff who may be at increased risk and offer risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment offered to any other staff who might be at increased risk	

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		Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All staff allowed to work from home been given advice regarding safe workstation set up.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff who are showing any of the signs of COVID -19 may NOT come to school.					
		Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff have been informed about the need for self-isolation, etc. as advised by the Government.					
6.Social Contact on site - Staff- Cont' Staff to student interaction:	Direct transmission of virus from carriers to well individuals	Timetables to be revised to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubble timetable in place	
		Limit the number of Staff in each room/area as far as possible to follow social distancing guidance.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		Classrooms are to be organised to allow effective separation between all Staff and students (the desks should be as far apart as possible).	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others observing the following rules for staff: Do not spend more 15 mins at less than 2m distance You should not spend more than 1 minute at 1m – when circulating There should be no face to face at less than 1m TAs must wear a mask when working with students	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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6.Social Contact on site-staff – Cont' Staff to staff interaction:	Direct transmission of virus from carriers to well individuals	The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present. Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffroom is to be kept to a minimum, working in other spaces where possible ie dining hall, library , unoccupied classroom . Office staff to work in different locations Office staff to wear mask whist working Staff entering the office should wear mask	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff induction .	
		All staff should wear a mask (not a visor) when working in the staffroom and offices when more than one member of staff present Masks are to be worn in corridors when social distancing is not possible. Staff should minimise close contact with students – maintaining 2m as the default position – in lessons and in corridors.					
		Staff briefings and meetings to be held in a space that allows for 2m distancing .	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Staff meetings held in school hall</i>	

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Individual RA where necessary	
		The school has identified and created the required “social bubbles” to minimise transmission of the virus between year groups.				Class group tutoring, separate break and lunch locations.	

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7.Social Contact on site – Children/Young people Movement around site	Direct transmission of virus from carriers to well individuals	The school has identified specific plans to enable the various social bubbles to undertake the following on site (delete those not applicable): <ul style="list-style-type: none"> • Arrival and Departure • Access to the dining room / lunch arrangements • Access to personal hygiene and toilet facilities • Access to specialist teaching areas e.g. Science labs, DT Workshops, PE facilities etc. • Access to break areas 	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol. A one way system is to be operated 2m social distancing is to be observed wherever possible. Visual reminder and signage in place to promote expectations	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student induction	

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<p>7.Social Contact on site – Children/Young people</p> <p>Managing bubbles</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Pupils are as far as practicable to be kept in separate groups.</p> <p>These groups will be based upon year groups and where possible individual classes.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p>Movement of groups to be kept to a minimum – with staff moving and classes remaining in one room where possible.</p> <p>Children must stay within their identified bubble for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.</p>	<p>x <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Timetable organised into year group bubbles</p> <p>Tutoring to happen in class bubbles</p>	

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Classrooms.	Direct transmission of virus from carriers to well individuals	<p>The school has re-organised the classrooms in accordance with the guidance set out in the document to maximise the space and ensure that staff can maintain 2m social distancing from pupils.</p> <p>Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible.</p> <p>Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Doors to be propped open to reduce contact points.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Playgrounds	Direct transmission of virus from carriers to well individuals	Organise break and use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timetable and playground layout	
		2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.Social Contact on site – Children/Young people Equipment and resources	Direct transmission of virus from carriers to well individuals	<p>Teacher to plan to limit the use of shared resources.</p> <p>Staff & pupils advised they are to bring their own frequently used resources such as pens & pencils.</p> <p>Teachers to review curriculum and plan to minimise the use of paper/other materials that are shared in a way that may aid transmission.</p> <p>All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. (or quarantined for 48 hours (72 for items containing plastics))</p> <p>Pupils should be reminded only to bring essential items into the school.</p> <p>Lockers will not be in use – students to carry all necessary equipment .</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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7.Social Contact on site – Children/Young people Transport	Direct transmission of virus from carriers to well individuals	<p>All persons to limit their use of public transport (Where it is safe and practicable parents and children will be encouraged to cycle or walk to school).</p> <p>When on foot -advise 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>Where travel is essential staff and students advised to use private single occupancy where possible.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance to parents and staff	
	Direct transmission of virus from carriers to well individuals	<p>One off travel: Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>7.Social Contact on site – Children/Young people</p> <p>Transport</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc) passengers should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.</p> <p>Where possible, open vehicle windows for increased ventilation.</p>					
<p>7.Social Contact on site – Children/Young people</p> <p>Transport – the school bus</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>On dedicated transport: Passengers should wear a face covering (Unless there are compelling reasons not to i.e. disabilities, breathing difficulties etc) Pupil groupings on bus to reflect those operating in the school to maintain segregation.- seated by year group bubbles Hands are to be sanitised on boarding & disembarking. Vehicles are to be regularly cleaned, including touch points.</p> <p>Social distancing is to be maintained as far as possible whilst queueing and, if possible, when in the vehicle.</p>				<p>School bus protocols – guidance to students and parents</p>	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>8.Social Contact on Site –</p> <p>Emergency procedures</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	<p>x <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>9.Social contact on site</p> <p>- Access to & egress from site</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Staggered start and finish times established to reduce congestion and contact at all times – Bus arrival staged and entry points increased to decrease numbers. Tutor groups entry managed by staff</p> <p>The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided.</p> <p>All staff and students to sanitise hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Regularly clean common contact surfaces such as door handles, access controls during peak flow times</p>	<p>x <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>		
<p>10.Social Contact on Site –</p> <p>-Drop Off and Collection</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.</p> <p>Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point</p>	<p>x <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off even if 2m social distancing can be maintained.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify a one-way flow for any drop off system.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staggered leaving times to manage the collection process as much as reasonably practicable.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	11. Social Contact.	Direct transmission of virus from carriers to well individuals	Structure school day and the lunch time period to allow effective staggering of the lunch timings for different bubbles.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food and drink should only be consumed in identified spaces.			x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Dining Hall		Hand cleaning facilities or hand sanitiser is available in the dining hall and at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		In dining halls each group is to be kept separate from others.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Lunches will be pick up options , minimising contact against contamination	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Any cutlery provided should be handed out by staff wearing gloves or in grab bags and not provided in communal storage where users select their own.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All areas used for eating must be cleaned at end of each sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Biometric Payments system will be sanitised between use.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Dining tables and chairs as well as other bard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Supervision of dining hall and spaces appropriately to prevent children from sharing food or utensils whilst eating.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies and CW will be held remotely through TEAMS. Student to remain in their bubbles.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	Priority is given to outdoor PE. Where lesson are outside the same Covid 19 control measures (social distancing and hand washing protocols) should be adopted as for indoors lessons	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided. Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
14.Social contact – Deliveries and waste collections		<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Staff not to approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reception protocols	
15.Social Contact: Enrichment	Direct transmission of virus from carriers to well individuals	Enrichment programme to be reviews to ensure social distancing and bubbles are maintained	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programme to be reviewed in September	
16.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has conducted a specific cleaning risk assessment to determine the frequency of cleaning of all areas of the school included high use / high risk areas and low risk areas.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning RA and checklist	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>16.Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	<p>Indirect transmission of virus from carriers to well individuals</p>	<p>The schools cleaning shall be at least as follows:</p> <ul style="list-style-type: none"> -Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.regime -Rooms or areas shared by different groups are to be cleaned between each group use. -Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. -Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. -Each room that is in use shall receive a deep clean once per day. -Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. -Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. -Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. 	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning schedule and checklist</p>	
		<p>School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>16.Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	<p>Indirect transmission of virus from carriers to well individuals</p>	School has identified the staff responsible to conduct the cleaning in certain situations.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employ additional staff as required.	
		If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service master RA	
		Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<p>16.Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	<p>Indirect transmission of virus from carriers to well individuals</p> <p>Indirect transmission of virus from carriers to well individuals</p>	<p>Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health Protection team on this matter if required.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:</p> <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.</p>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Used equipment shall be double bagged and then disposed of in general waste.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.Contact with virus particles on surfaces: Effective cleaning.	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. Secondary Schools: Contact with the virus. Testing.	Transmission of virus from asymptomatic carriers in older age groups.	The school to set up a mass testing programme using lateral flow tests as per the guidance "COVID 19 National Testing Programme – Schools and Colleges handbook".	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School to have a detailed seperate plan of how this is to occur in practise – I Lateral flow test file.	
		Ensure that there are adequate resources allocated to provide the testing programme.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resources includes the testing site to be used and the correct amount of staff and storage space to deal with the increased tests etc.	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
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		Ensure that the staff undertaking the testing have received training with respect to the role they play.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School to consider have back up staff to perform the roles if a staff member has to self-isolate.	
		Have a separate positive test exclusion policy for the effected young person and their contacts as per the guidance.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

NB. The above risk assessment has been devised using the following guidance:

- Coronavirus (COVID -19): implementing protective measures in education and childcare settings.
- Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.
- COVID-19: cleaning of non-healthcare settings
- COVID-19: guidance for households with possible coronavirus infection
- COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- COVID 19: Staying Alert and safe (social distancing)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:		
Assessor(s) name:	Assessor(s) signature:	Date:
Emma Taplin		5.02.21

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Caroline Parker		15.2.21

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments: