

Risk Assessment Overview

| Details | |
|--|---|
| School: <h1 style="text-align: center; margin: 0;"><u>AVANTI HALL SCHOOL</u></h1> | Department: <h1 style="text-align: center; margin: 0;">Whole School</h1> |

| Risk Assessment Title: |
|--|
| <h2 style="margin: 0;">General Risk Assessment – Coronavirus COVID 19</h2> <p style="margin: 0;">Schools Compliance measures with “Guidance for full opening: Schools”.</p> <p style="margin: 0;">Version 1 – 20/08/20</p> |

| Who is at Risk? | |
|--|--|
| People at Direct Risk: <h3 style="text-align: center; margin: 0;">Staff, Pupils and Visitors</h3> | Other People Who Could be Affected: <h3 style="text-align: center; margin: 0;">Parents</h3> |

| Summary of Risk | | | |
|--|------------------------------------|---|--|
| What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?: | <input type="checkbox"/> High risk | <input checked="" 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? |
| GENERAL | | | | | | | |
| Contact with Individuals who are unwell with COVID 19 - General | Direct transmission of the virus to well individuals | School Re-opening Risk Assessment has been developed with reference to the latest release of Guidance for full opening: schools | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <p>The Risk Assessment is predicated on the fundamental "System of Controls" set out in the document, notably:</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell 2. Clean hands thoroughly and often 3. Ensure good respiratory hygiene – "catch it, bin it, kill it" 4. Enhanced environmental cleaning regimes 5. Minimise contact with social distancing 6. Appropriate PPE where necessary <p>Numbers 1-4 must be in place in schools at all times</p> <p>Number 5 must be properly consider for</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| | | the individual school Number 6 applies in specific circumstances Response to infection: <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace 2. Manage confirmed COVID-19 cases amongst school community 3. Contain any local breakout following local health protection team | | | | | |
| | | Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| CONTACT WITH UNWELL INDIVIDUALS | | | | | | | |
| | | Schools "Sickness Procedures" 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 or confirmed to be COVID 19 free by testing. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| | | Schools "Sickness Procedures" 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 14 days. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) | <input checked="" 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ensure that the revised 10 days self-isolation is reflected in forms – AH [28/08/20] | |
| | | Communicate the updated School "Sickness Procedures" to Parents and Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Develop new Visitor and Contractor arrangements for the school. 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Re-inforce appointment procedures with staff on return to school [PA – 03/09/20] | |

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? |
| | | All Visitors and Contractors to provide contact details to the school to facilitate Test and Tracking procedures if required. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form to be updated for September - AH [05/09/20] | |
| | | 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form to be updated for September - AH [05/09/20] | |
| | | Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| CONTACT WITH UNWELL INDIVIDUALS – UNCONFIRMED SYMPTOMS ON SITE | | | | | | | |
| Contact with unwell individuals – who develop unconfirmed symptoms on site. | Direct transmission of the virus to well individuals. | Staff or pupils that develop unconfirmed symptoms [new and persistent cough, or a high temperature, or has a loss of, or change in, their normal sense of taste or smell] whilst on the school site shall be placed in isolation away from staff or their cohort group as soon as practicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | 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 using the designated isolation room. | <input checked="" 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? |
| | | For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Parents should be contacted, and the child / young person collected as soon as practicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | If a toilet is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | School should encourage the parents to have the child/young person tested. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | School to provide sheet containing Testing details for Parents | |
| Contact with unwell individuals – unconfirmed symptoms on site, confirmed by NHS | | | | | | | |
| 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 the child's class or group should be sent home and advised to self- isolate for 14 days. Appropriate procedures in place to contact parents promptly? Liaison with Public Health England is to be expected. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Assessment and Action Plan

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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? |
| | | In the event of a positive test the school should ensure that the classroom and 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 . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure that the change over to the new Cleaning Contractor fully covers this provision – AH [24/08/20] | |
| | | Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Direct contact with virus carriers | | | | | | | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for pupils – PA [03/09/20] | |
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | Appropriate signage to be placed on display in all rooms, offices, corridors etc. | <input checked="" 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? |
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Pupils and staff are reminded to wash their hands using the approved "20 second" method after sneezing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in Guidance for full opening: Schools . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Direct contact with virus carriers – Personal hygiene | | | | | | | |
| Direct contact with virus particles from hand contact surfaces. Personal Hygiene | Direct infection of a well individual with virus particles transferred to hands to Mucous membranes. | Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |

Assessment and Action Plan

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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? |
| | | 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 on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time - After lunchtime Any other time deemed necessary by the supervising staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | School to ensure that the ratio of wash hand basins to number of children present to facilitate frequent handwashing is acceptable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing. | <input checked="" 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? |
| | | 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"/> | | |
| Social contact on site – General | | | | | | | |
| Social Contact on Site - General | Direct transmission of virus from carriers to well individuals | Where possible timetabled classes ensure that only pupils in the same bubble occupy or transition the same buildings at any given time, preventing the mixing of bubbles. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Where potential conflict between bubbles exists designated transition routes have been allocated to prevent possible mixing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] Reminder sessions as part of the Return to School process for pupils – PA [03/09/20] | |
| | | Good practise of “walk on the left” protocol enacted in all corridors to maximise social distancing and minimise face-to-face 1m interactions, particularly between adults and adult / pupil. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] Reminder sessions as part of the Return to School process for pupils – PA [03/09/20] | |

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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? |
| Social contact on site - staff | | | | | | | |
| Social Contact on site – Staff. | Direct transmission of virus from carriers to well individuals | Shielding advice for all adults and children has been paused from 01 August 2020 therefore any staff that are classified as being clinically extremely vulnerable can safely return to work provided they follow the System of Controls and preventative measures outlined in this Risk Assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Shielding advice for all adults and children has been paused from 01 August 2020 therefore any staff that are classified as being clinically vulnerable can safely return to work provided they follow the System of Controls and preventative measures outlined in this Risk Assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Pregnant staff are covered under the clinically vulnerable category above and are generally advised to follow the above advice subject to the Employers normal Risk Assessment for Pregnancy. [occupational health advice for employers and pregnant women] | <input checked="" 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>Staff with particular characteristics that may be at comparatively increased risk from COVID-19, such as BAME, can safely return to work provided they follow the System of Controls and preventative measures outlined in this Risk Assessment.</p> <p>[COVID-19: review of disparities in risks and outcomes report]</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <p>Staff that live in a household with somebody who is categorised as being clinically extremely vulnerable can safely return to work provided they follow the System of Controls and preventative measures outlined in this Risk Assessment.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <p>Teaching staff including Teaching Assistants –should maintain 2m distance with other adults where possible. Where this is not possible avoid close face-to-face contact and minimise time spent within 1m of others.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | <p>The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.</p> | <input checked="" 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? |
| | | Staff not allowed to share resources/ materials or equipment within the staff room. Staff to bring in their own cups, cutlery, tea, coffee etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | Staff briefings and meetings to be held in a COVID-secure way to mitigate social distancing requirements. If numbers of staff at a meeting threaten COVID-secure arrangements then staff will move to live streamed meetings using COVID-secure social distancing, across several classrooms, through the interactive facilities in the classrooms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| Social contact on site – Children / Young people | | | | | | | |
| Social Contact on site – Children/Young people | Direct transmission of virus from carriers to well individuals | Minimising contacts and mixing between pupil cohorts through the maintenance of “Bubbles” and maintaining social distancing between individuals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | The school has modified the classroom layout to ensure that all pupils are seated side by side and desks are front facing to mitigate social distancing provisions. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |

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? |
| | | School to identify the children within the groups of children returning to school which are classified as being clinically vulnerable and continue to support them. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and continue to support them | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | Dual setting pupils – confirm the final arrangements for any pupils who attend dual setting to ensure that a collaborative approach to ensure that any risks in attending are identified and addressed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Social contact on site – Classrooms | | | | | | | |
| Social Contact on site – Children/Young people Classrooms. | Direct transmission of virus from carriers to well individuals | The school has assessed that identified classrooms for each allocated group has the appropriate mitigations to allow adequate teaching to take place within the System of Controls and preventative measures outlined in this Risk Assessment and has the facilities and equipment to meet the needs of the year group concerned. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | In the identified classrooms the following is to occur: <ul style="list-style-type: none"> - Remove from use excess furniture to maximise social distancing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |

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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? |
| | | <ul style="list-style-type: none"> - Re-organise desks layout to facilitate best social distancing between pupils. - Remove soft toys and furnishings that cannot be easily hygienically sanitised. - Restrict sharing of personal equipment to minimise transmission. - Shared class resources to be restricted to use within the recognised "bubbles" | | | | | |
| | | Children must stay within their identified classes / group for the majority of the time. Children must not be allowed to mix with, or change groups, unless for exceptional reasons. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| Social contact on site – Playgrounds | | | | | | | |
| Social Contact on site – Children/Young people Playgrounds | Direct transmission of virus from carriers to well individuals | Staggered break / playtimes / use of outdoor spaces timetabled so that different groups are not using the space at the same time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Where possible weather permitting "Bubbles" provided with clearly segregated areas for play where 2m social distancing can be best achieved. | <input checked="" 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? |
| | | Outdoor play equipment, including hoops and balls are cleaned between groups of children using them. Children required to wash their hands in accordance with the Special Measures immediately after play on return to the classroom. No climbing frames exist on site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| Social contact on site – Drop-off | | | | | | | |
| Social Contact on Site – Drop Off. | Direct transmission of virus from carriers to well individuals | Drop off times for various bubble groups are staggered to reduce the number of people trying to access the school at one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Families informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Appropriate signage and marking designating 2m social distancing placed to allow parents / guardians to drop off their children in a controlled manner. | <input checked="" 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? |
| | | Drop off events managed by staff at the gates to ensure compliance and to assist with the younger children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | No Year 2 and above parents allowed to enter the site at drop off to reduce the potential for transmission. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Reception and Year 1 parents allowed to accompany their children to the classrooms for the purposes of settling the children into school only. Parents to follow the instructions of the school staff at all times and always abide by the schools hygiene mitigation processes and procedures. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | School to encourage parents and pupils where possible consider a safe hierarchy in travelling to school - walk or cycle, car, public transport. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Public transport – those pupils aged 11+ who must travel to school by the use of public transport are required to wear a facial covering whilst travelling. Provision for the safe removal and storage of the mask in a plastic bag provided by pupil on arrival at school | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |

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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? |
| Social contact on site – Collection | | | | | | | |
| Social Contact - Collection | Direct transmission of virus from carriers to well individuals | Children should be collected by an identified member of their household only. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Collection times for various bubble groups are staggered to reduce the number of people trying to access the school at one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Families informed that children should be collected from the site by only a single member of the same household wherever possible to reduce transmission risks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Appropriate signage and marking designating 2m social distancing placed to allow parents / guardians to collect their children in a controlled manner. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Collection events managed by staff at the gates to ensure compliance and to assist with the younger children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Parents are allowed to enter the site at collection time only as far as the entry doors to the classrooms or teaching block [secondary pupils]. No parents are to enter any of the school buildings in order to reduce the potential for transmission. | <input checked="" 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? |
| | | Parents informed 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Social contact on site – Dining Hall | | | | | | | |
| Social Contact. Dining Hall Social Contact. Dining Hall | Direct transmission of virus from carriers to well individuals Direct transmission of virus from carriers to well individuals | Staggered lunch breaks timetabled so that different groups are not using the space at the same time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | To minimise potential transmission individual class groups within the same bubble will be encouraged to sit together to eat. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for pupils – PA [03/09/20] | |
| | | Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between bubbles. <i>COVID 19: cleaning of non-healthcare settings.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Normal catering arrangements in place to provide cooked meals to pupils including UIFSM and FSM as required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Menu provision minimises need for open food provision. All food, sauces, condiments served directly to plates by catering staff before handing over to the pupils. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Menu to be finalised with Catering Manager | |

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? |
| | | Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and handed to the child during service to reduce over transmission risks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Children will wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Children on packed lunches should be provided with hand sanitiser gel. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Social contact on site – Assemblies | | | | | | | |
| Social Contact School hall / Assemblies | Direct transmission of virus from carriers to well individuals | Initial return to school assembly will be by individual Key Stage with the use of social distancing. Future Year/ Key Stage / Phase assemblies to be live streamed through interactive facilities in each form classroom. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Social contact on site – PE | | | | | | | |
| Social Contact School hall / Sports | Direct transmission of virus from carriers to well individuals | PE classes to take place only with pupils from the same group / bubble. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | PE Department / PE leads to develop appropriate sports / PE lesson plans. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| | | Outdoor PE lessons are preferred to reduce the risk of transmission. Alternatively, use of large indoor space with regard to social distancing, especially with respect to the way pupils breathe during exercise. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Sports equipment should not be shared unless they are able to be effectively cleaned between uses / groups / bubbles. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Social contact on site – Music | | | | | | | |
| Social Contact: Music | Direct transmission of virus from carriers to well individuals | Additional risks of infection exist in environments where singing, chanting, playing wood or brass instruments or shouting takes place. Music teachers to develop appropriate lesson plans that will not require the use of musical instruments other than keyboards which can be easily wiped clean. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | The deployment and management of Peripatetic Music teachers to be reviewed following the initial return to school before arranging for additional music activities in school | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |

Social contact on site – Teaching

| | | | | | | | |
|------------------------------------|--|--|-------------------------------------|-------------------------------------|--------------------------|--|--|
| Social Contact: Teaching | Direct transmission of virus from carriers to well individuals | All teachers to review their lesson plans and schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission whilst delivering a broad and ambitious age related curriculum. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | The school timetable has been developed to deliver the full curriculum across all the years groups, reflective of the particular needs of each subject. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | School to ensure remote educational plans are in place for individuals or groups of self-isolating pupils. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Confirmation of schemes of work with teachers at the start of term. – PA / JW [02/09/20] | |
| | | Extra-curricular activities allowed providing that group / bubble mixing does not take place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Educational visits – the school will Risk Assess educational visits on an individual basis in the light of Coronavirus travel guidance for educational settings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Volunteers – the school will review the safe use of volunteers in the school in the first half of the Autumn term and devise a process and protocol for volunteer engagement. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| Social contact – Local Lockdown | | | | | | | |
| Social Contact: Local Lockdown | Direct transmission of virus from carriers to well individuals | In event of a local outbreak the school will work with the local PHE protection team to manage any temporary closure of the school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | The school to further develop the capacity to offer immediate remote education to a high quality through both on-line and off-line platforms and resources. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Schemes of work and resultant educational support resources to be agreed and implement – PA / JW [End of Sept] | |
| Normal operations – Management of premises | | | | | | | |
| Normal safe operating: Management of Premises | Heightened infection risks from periods of building closure | Ensure that the school site is opened with reference to Managing school premises during the Coronavirus (COVID-19) outbreak | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Water Management – ensure that regular tap flushing has been maintained and that that water system has been thoroughly cleaned prior to reopening. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Evacuation Procedures revised to reflect the revised operations of the school and to maintain social distancing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Building ventilation maximised to reduce the potential for transmission through the use of open windows, in-room extraction fans and building air handling units. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| | | Staffrooms and offices to comply with social distancing and safe working practices. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Office layouts to be finalised – AH [28/08/20] | |
| | | Ensure sufficient quantities of hygiene supplies available to cover anticipated demand. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Normal operations – Effective Cleaning | | | | | | | |
| 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 and will implement the cleaning standards, frequency and responses in accordance with the guidance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Change of contractor for the cleaning briefed on school requirements to meet COVID secure within the site. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Brief in-coming contractor – AH [28/08/20] | |
| | | School facilities staff provided with appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Cleaning Contact with virus particles on surfaces: Effective cleaning. | Indirect transmission of virus from carriers to well individuals | The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> • Each room that is in use shall receive a thorough clean once per day. • Each room in use shall have its hand contact surfaces cleaned as | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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? |
| | | <p>frequently as necessary depending on the number of people present and use.</p> <ul style="list-style-type: none"> Each room in use shall have its high use hard 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. | | | | | |
| | | <p>Ensure that each room in use at the school is provided with the correct cleaning materials for and there is a system to identify shortages and replace them.</p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Brief in-coming contractor – AH [28/08/20] | |

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? |
| | | <p>Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method.</p> <p>Cleaning chemicals used in accordance with the COVID 19: cleaning of non-healthcare settings guidance</p> <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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Normal operations – Toilet facilities | | | | | | | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | Provisions in place to monitor younger children using the toilet facilities to ensure social distancing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reminder sessions as part of the Return to School process for Staff – PA [01/09/20] | |
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Assessment and Action Plan

| What are the hazards | What might happen? | Controls | Control in Place? | | | ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom | Complete? |
|----------------------|--------------------|----------|-------------------|----|-----|---|-----------|
| | | | Yes | No | N/A | | |

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

Coronavirus (COVID -19): Guidance for full opening: schools

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 on shielding and protecting people who are clinically extremely vulnerable from COVID-19

COVID 19: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection

COVID 19: Managing school premises during the coronavirus (COVID-19) outbreak

COVID 19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)

COVID 19 Guidance for food businesses on coronavirus (COVID-19)

Occupational health advice for employers and pregnant women – Royal College of Obstetrics and Gynaecology

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? |
| | | | | | | |

Sign Off Sheet

| Assessor Details: | | |
|-------------------|--|----------|
| Assessor(s) name: | Assessor(s) signature: | Date: |
| Adrian Hilliard |  | 20/08/20 |

| School Principal to sign below to accept the assessment | | |
|---|--|----------|
| School Principal's name: | School Principal's signature: | Date: |
| Phil Arnold |  | 20/08/20 |

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? |

| 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: |
| 20/08/20 | Principal and SLT | Agreed |
| | | |
| | | |
| | | |