

## Risk Assessment Overview

### Details

School:

**AVANTI HALL SCHOOL**

Department:

**Whole School**

### Risk Assessment Title:

**General Risk Assessment – Coronavirus COVID 19**  
 Schools Compliance measures with “Guidance for full opening: Schools”.  
 Version 2.1 – 04/01/21

### 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 before the ACTION PLAN is completed?:

 High risk

 Medium risk

 Low risk

 What will the level of risk be after the ACTION PLAN is completed?:

 High risk

 Medium risk

 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?
<b>GENERAL</b>							
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 <a href="#">[actions-for-schools-during-the-coronavirus-outbreak]</a> and <a href="https://www.gov.uk/government/publications/safe-workisafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">[https://www.gov.uk/government/publications/safe-workisafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The Risk Assessment is predicated on the fundamental "System of Controls" set out in the document, notably:  <b>Prevention:</b> 1. Minimise contact with individuals who are unwell 2. Where recommended use face coverings 3. Clean hands thoroughly and often 4. Ensure good respiratory hygiene – "catch it, bin it, kill it" 5. Enhanced environmental cleaning regimes	<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?
		6. Minimise contact with social distancing 7. Appropriate PPE where necessary 8. Keep occupied spaces well ventilated  Numbers 1-5 & 8 must be in place in schools at all times  Number 6 must be properly considered for the individual school  Number 7 applies in specific circumstances  <b>Response to infection:</b> 9. Engage with NHS Test and Trace 10. Manage confirmed COVID-19 cases amongst school community 11. 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"/>		

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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?
		Schools "Absence Policies" updated to ensure that staff and pupils that are displaying symptoms of COVID 19 or have had a confirmed test are excluded from the school site for at least 10 days or until they are symptom free. <a href="#">[covid-19-stay-at-home-guidance?]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>CONTACT WITH UNWELL INDIVIDUALS</b>							
		Schools "Absence 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. <a href="#">[covid-19-stay-at-home-guidance?]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Schools "Absence 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. <a href="#">[covid-19-stay-at-home-guidance?]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Communicate the updated School "Absence Procedures" to Parents and Staff	<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?
		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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All Visitors and Contractors to provide contact details to the school to facilitate Test and Tracking procedures if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 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?
		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"/>		
		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"/>		
<b>CONTACT WITH UNWELL INDIVIDUALS – UNCONFIRMED SYMPTOMS ON SITE</b>							
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Any visitor or contractor who develops COVID 19 symptoms whilst on site will be asked to leave the school as soon as practicable and the areas they have been in will undergo a deep clean process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school will identify any possible "contacts" and seek advice from Public Health England.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		

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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 pupils displaying symptoms the school will follow the DfE guidance <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf">"What to do if a pupil is displaying symptoms of coronavirus (COVID 19)".</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		
		School should encourage the parents to have the child/young person tested and report results to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		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"/>		
		Staff that develop unconfirmed symptoms whilst on the school shall be asked to leave the school as soon as possible and obtain a test.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school to identify possible contacts and seek advice from Public Health England helpline. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>	<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"/>		

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<b>CONTACT WITH UNWELL INDIVIDUALS – UNCONFIRMED SYMPTOMS ON SITE, CONFIRMED BY NHS</b>							
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 10 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"/>		
		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 <a href="#">COVID 19: cleaning in a non-healthcare setting</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		

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<b>DIRECT CONTACT WITH VIRUS CARRIERS</b>							
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"/>		
		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"/>		
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<input checked="" 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.	<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"/>		

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		<p><b>Face Coverings:</b> 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. <a href="#">Guidance: Face coverings in Education</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>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 <a href="#">Guidance for full opening: Schools</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>DIRECT CONTACT WITH VIRUS CARRIERS – PERSONAL HYGIENE</b>							
<p>Direct contact with virus particles from hand contact surfaces.</p> <p><b>Personal Hygiene</b></p>	<p>Direct infection of a well individual with virus particles transferred to hands to Mucous membranes.</p>	<p>Staff are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		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"> <li>- On arrival at school</li> <li>- After visiting the toilet</li> <li>- Returning the classroom after breaks</li> <li>- Before lunch time</li> <li>- After lunchtime</li> </ul> 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"/>		

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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?
		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. Preferably this should be alcohol based at 70%.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		
<b>SOCIAL CONTACT ON SITE – GENERAL</b>							
Social Contact on Site - <b>General</b>	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"/>		

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		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"/>		
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School must identify any offices or work spaces that have poor ventilation and take appropriate steps to mitigate the problem. E.g reduce occupancy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Fire Doors</b> – 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>SOCIAL CONTACT ON SITE - STAFF</b>							
Social Contact on site – Staff.	Direct transmission of virus from carriers to well individuals	School to identify <b>staff that can work at home</b> and allow them to do so if possible, to reduce the number of people on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify any <b>staff</b> that are classified as being <b>clinically extremely vulnerable</b> and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify the <b>staff</b> that are classified as <b>clinically vulnerable</b> due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[staff status to be reviewed [27/01/21] and Risk Assessments completed [08/02/21]]	
		<b>Staff</b> that live in a <b>household</b> with somebody who is categorised as being <b>clinically extremely vulnerable</b> are allowed to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[staff status to be reviewed [27/01/21]]	
		<b>Pregnant staff</b> are covered under the <b>clinically vulnerable category</b> above and are generally advised to follow the above advice subject to the Employers normal Risk Assessment for Pregnancy. <a href="#">[occupational health advice for employers and pregnant women]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		<p><b>Staff</b> with particular <b>characteristics</b> that may be at comparatively increased risk from COVID-19, such as BAME, should have an individual Risk Assessment.</p> <p><a href="#">[ COVID-19: review of disparities in risks and outcomes report]</a></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[staff status to be reviewed [27/01/21] and Risk Assessments completed [08/01/21]]	
		<p>School is to keep themselves aware of the Governments advice regarding the shielding of staff and react accordingly.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties. School to adopt a more flexible approach to allowing PPA and marking to be done at home.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>School timetable to be organised if possible to allow flexible working to prevent staff travelling backwards and forwards to school in a single day. Remote learning provision.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		All staff allowed to work from home been given advice regarding safe workstation set up.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DSE risk advice and Risk Assessment to be circulated.[27/01/21]	
		Staff briefings and meetings must only be conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Teaching staff to not share an office if at all possible to reduce the risks of whole departments having to isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		

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		Staff briefings and meetings must only be conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SOCIAL CONTACT ON SITE – CHILDREN / YOUNG PEOPLE</b>							
Social Contact on site – <b>Children/Young people</b>	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"/>		
		School to identify the <b>children</b> within the groups of children returning to school which are classified as being <b>clinically extremely vulnerable</b> and continue to support them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify the <b>children</b> within the groups of children returning to school which are classified as being <b>clinically vulnerable</b> and continue to support them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Children</b> that live in a <b>household</b> with somebody who is categorised as being <b>clinically extremely vulnerable</b> should be identified and continue to support them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		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"/>		
<b>SOCIAL CONTACT ON SITE – ASYMPTOMATIC TESTING</b>							
Social Contact on site – <b>Asymptomatic Testing</b>	Direct transmission of virus from carriers to well individuals	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”. Copy on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Location, facilities and equipment identified. Staff allocation and training outstanding [30/01/21]	
		School to ensure hard copy of “COVID 19 National Testing Programme – Schools and Colleges” handbook available on site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that there are adequate resources allocated to provide the testing programme.	<input type="checkbox"/>	<input checked="" 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.  [Location, facilities and equipment identified. Staff allocation and training outstanding [30/01/21]	
		Ensure that the staff undertaking the testing have received training with respect to the role they play.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School to consider have back up staff to perform the roles if a staff member has to self-isolate.  Staff allocation and training outstanding [30/01/21].	

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		Have a separate positive test exclusion policy for the effected young person and their contacts as per the guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>SOCIAL CONTACT ON SITE – CLASSROOMS</b>							
Social Contact on site – Children/Young people <b>Classrooms.</b>	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"> <li>- Remove from use excess furniture to maximise social distancing.</li> <li>- Re-organise desks layout to facilitate best social distancing between pupils.</li> </ul>	<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?
		<ul style="list-style-type: none"> <li>- Remove soft toys and furnishings that cannot be easily hygienically sanitised.</li> <li>- Restrict sharing of personal equipment to minimise transmission.</li> <li>- Shared class resources to be restricted to use within the recognised "bubbles"</li> </ul>					
		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"/>		
<b>SOCIAL CONTACT ON SITE – PLAYGROUNDS</b>							
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"/>		

### Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>	
			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Children required to wash their hands in accordance with the Special Measures immediately after play on return to the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		No climbing frames exist on site.					
		For younger children, introduce more structured play, by using games which promote social distancing instead of allowing "free" play.	<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"/>		
<b>SOCIAL CONTACT ON SITE – DROP-OFF</b>							
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"/>		
		Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Schools to consider allocating entire wings / departments or groups of classrooms to particular social bubbles.	<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"/>		
		Develop an appropriate "drop off" protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered	<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"/>		

### Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Stagger collection times to manage the collection process as much as reasonably practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 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"/>		
		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"/>		

### Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<b>SOCIAL CONTACT ON SITE – COLLECTION</b>							
<b>Social Contact - Collection</b>	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"/>		
		Stagger collection times to manage the collection process as much as reasonably practicable.	<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"/>		
		Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<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"/>		
		No parents allowed to enter the site at collection to reduce the potential for transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SOCIAL CONTACT ON SITE – DINING HALL</b>							
		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"/>		

## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Class groups/ Year group bubbles should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch or join a supervised queue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>	
			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"/>		
<b>SOCIAL CONTACT ON SITE – ASSEMBLIES</b>							
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SOCIAL CONTACT ON SITE – PE</b>							
Social Contact: PE	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Outdoor PE lessons are preferred to reduce the risk of transmission.	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		PE classes to take place only with pupils from the same group / bubble.	<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 / classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		For older pupils that would require a changing room, consider allowing the children to arrive at school wearing appropriate sports kit that would be worn for the remainder of the day to avoid the need for changing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SOCIAL CONTACT ON SITE – MUSIC</b>							
Social Contact: <b>Music</b>	Direct transmission of virus from carriers to well individuals	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"/>		
<b>SOCIAL CONTACT ON SITE – TEACHING</b>							
Social Contact: <b>Teaching</b>	Direct transmission of virus from carriers to well individuals	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"/>		

### 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 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"/>		
		School to ensure remote educational plans are in place for individuals or groups of self-isolating pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Extra-curricular activities allowed providing that group / bubble mixing does not take place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Volunteers – no volunteers used on school site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that the school site is opened with reference <a href="#">to Managing school premises during the Coronavirus (COVID-19) outbreak</a>	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<b>SOCIAL CONTACT – LOCAL LOCKDOWN</b>							
Social Contact: <b>Local Lockdown</b>	Direct transmission of virus from carriers to well individuals	In accordance <a href="#">COVID-19 contain framework: a guide for local decision-makers</a> the school will instigate the appropriate response in accordance with the status of tiers 1-4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>NORMAL OPERATIONS – MANAGEMENT OF PREMISES</b>							
Normal safe operating: <b>Management of Premises</b>	Heightened infection risks from periods of building closure	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"/>		
		Ensure sufficient quantities of hygiene supplies available to cover anticipated demand.	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<b>NORMAL OPERATIONS – EFFECTIVE CLEANING</b>							
Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	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"/>		
		If, contract cleaners are employed agree the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		

### 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>The schools cleaning regime shall be as follows:</p> <ul style="list-style-type: none"> <li>• Each room that is in use shall receive a thorough clean once per day.</li> <li>• Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use.</li> <li>• 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.</li> <li>• Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> </ul> <p>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis.</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?
		<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 <a href="#">COVID 19: cleaning of non-healthcare settings</a> 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"/>		
		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.	<input checked="" 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	<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?			<b>ACTION PLAN</b>	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Assess there is sufficient waste storage space to securely store any increase in waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>NORMAL OPERATIONS – TOILET FACILITIES</b>							
Cleaning Contact with virus particles on surfaces:  <b>Toilet facilities</b>	Indirect 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"/>		
		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"/>		
		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?			<div style="background-color: #c00040; color: white; padding: 5px; text-align: center;"> <b>ACTION PLAN</b> </div> 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 \(COVID -19\): Actions for schools during the coronavirus outbreak.](#)

[Coronavirus \(COVID -19\): Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[COVID 19: guidance for households with possible coronavirus infection](#)

[Coronavirus \(COVID-19\): test kits for schools and FE providers](#)

[NHS: Testing and Tracing for Coronavirus](#)

[COVID-19: cleaning of non-healthcare settings outside the home](#)

[COVID-19: Face Coverings in Education](#)

[COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[COVID 19: Children of critical workers and vulnerable children who can access schools or educational settings](#)

[COVID 19 Guidance for food businesses on coronavirus \(COVID-19\)](#)

[Occupational health advice for employers and pregnant women – Royal College of Obstetrics and Gynaecology](#)

[COVID-19 Contingency framework: education and childcare settings \(excluding universities\)](#)

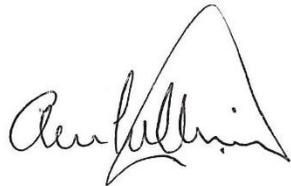
[National Lockdown: Stay at Home](#)

## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">ACTION PLAN</div> <p style="font-size: small; margin-top: 5px;">If 'No' - give details as to how and when the measure will be implemented and by whom</p>	Complete?
			Yes	No	N/A		

### Sign Off Sheet

Assessor Details:

<b>Assessor(s) name:</b>  <div style="text-align: center; font-size: 1.2em;">Adrian Hilliard</div>	<b>Assessor(s) signature:</b>  	<b>Date:</b>  <div style="text-align: center;">24/01/21</div>
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School Principal to sign below to accept the assessment

<b>School Principal's name:</b>  <div style="text-align: center; font-size: 1.2em;">Phil Arnold</div>	<b>School Principal's signature:</b>  	<b>Date:</b>  <div style="text-align: center;">24/01/21</div>
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## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			<b>ACTION PLAN</b>
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom <span style="float: right;">Complete?</span>

**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
24/01/21	Principal and SLT	Draft

### List of Revisions

Date of revision:	Revised by (Name):	Comments:
01/09/20	A Hilliard	Section: Lockdown – incorporated Tiers 1-4 in response to nationally imposed local lockdown conditions.
01/01/21	A Hilliard	Reflect Testing arrangements
24/01/21	A Hilliard	Update for National Lockdown and Asymptomatic Testing requirements