

## Risk Assessment Overview

### Details

<b>School:</b>  <b>Avanti House School</b>	<b>Department:</b>  <b>Whole School</b>
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### Risk Assessment Title:

<p><b>General Risk Assessment – Coronavirus COVID 19</b></p> <p>Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.</p> <p>Version 3 – 08/01/2021</p>
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### Who is at Risk?

<b>People at Direct Risk:</b>  <p style="text-align: center;"><b>Staff, Pupils and Visitors</b></p>	<b>Other People Who Could be Affected:</b>  <p style="text-align: center;"><b>Parents</b></p>
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### Summary of Risk

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

*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?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "Sickness Policies" 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. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Central trust will complete policy update-led by HR-completed by 12.01.21. Current policy is still in effect.	
		Schools "Sickness Policies" updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 10 days. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Central trust will complete policy update-led by HR-completed by 12.01.21. Current policy is still in effect.	
		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 school Sickness Policies to Parents and Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Central trust will complete policy update-led by HR-completed by 12.01.21. Current policy is still in effect.	

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Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required.	<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 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"/>		
		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 – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst in the school 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	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 an appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 bathroom 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"/>		
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 if appropriate the child's class/group/proximity 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/Harrow is to be expected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont'	Direct transmission of the virus to well individuals.	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 possible.	<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"/>		
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 appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	The guidance provided by Public Health England recommends the use of face coverings for corridors and communal spaces. Staff and pupils can wear face coverings in classrooms if they wish.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene</b>	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"/>		
		Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands or sanitise. 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 to the classroom after breaks</li> <li>- Before lunch time</li> </ul>	<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"/>		
Direct contact with virus particles from hand contact surfaces.	Direct infection of a well individual with virus particles	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"/>		
		All staff have their own individual supply of appropriate hand sanitizer gel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Personal Hygiene. Cont'	transferred to hands to mucous membranes.	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 - Staff	Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home 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 staff that are classified as being clinically extremely vulnerable 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"/>		
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>	Central trust will complete policy update-led by HR-completed by 12.01.21. Current policy is still in effect.	
		The staff room and facilities to be re-organised to allow 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 be encouraged to bring in their own mugs, tea, coffee etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be suspended or 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"/>		
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	<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?
		Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school has identified the number of children in each year group allowed to return and then allocated them to groups of no more than 30.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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 space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned. Consider Early Years children having to be taught in classrooms for older children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Relocate spare “early years” furniture into other classrooms to allow the age groups to be more comfortable. (Conduct a Manual handling Risk Assessment if needed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Where schools have a larger number of groups of children than the number of classrooms or rooms available for teaching. Seek advice from your LA or Trust. <i>Guidance suggests schools should prioritise children from priority groups and children in younger year groups.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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		In the identified classrooms the following is to occur: <ul style="list-style-type: none"> <li>- Remove from use excess seating.</li> <li>- Remove soft toys and furnishings that cannot be easily hygienically sanitised.</li> <li>- Remove any hard toys that are complex and difficult to clean.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Children/Young people <b>Classrooms. Cont.</b>	Direct transmission of virus from carriers to well individuals	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff must stay with their class group throughout the day where practicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Social Contact on site – Children/Young people <b>Playgrounds</b>	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Break and lunch time for key worker children and vulnerable children allows enough space for staggering to be removed.	
		For schools, where there is a larger amount of outdoor space that can be easily and clearly segregated, different groups can be allocated to specific areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Outdoor play equipment, including climbing frames etc will not be used unless the equipment can be demonstrated that it can be cleaned effectively between groups of children using it.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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?
		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"/>		
Social Contact on site – Children/Young people <b>Playgrounds Cont'</b>	Direct transmission of virus from carriers to well individuals	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing "free" play.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	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"/>		
		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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a "walk on the left" protocol.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class 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"/>		

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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?
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	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 to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Assess the school site and identify where appropriate signage and marking designating social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify a one-way flow for any drop off system.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>		

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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?
		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"/>		
Social Contact - <b>Collection</b>	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact. <b>Drop Off and Collection</b>	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact. <b>Dining Hall</b>	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"/>		
		Year groups 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Work with the School Caterers to determine how food can be served in a socially distanced 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?
		Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact. <b>Dining Hall</b>	Direct transmission of virus from carriers to well individuals	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"/>		
		Food provision and service should be changed to prevent the need of open salad bars, self service foods, shared condiments and sauces. Individual servings should be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Children should 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 <b>School hall / Assemblies</b>	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"/>		
Social Contact <b>School hall / Sports</b> Social Contact <b>School hall / Sports</b>	Direct transmission of virus from carriers to well individuals	PE for mixed learning groups are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Social Contact: <b>Teaching</b>	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs to promote social distancing and reduce the risk of disease transmission.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Shared resources are prohibited. Children to be provided with individual resources where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Teaching Staff to maintain social distancing with individuals with their classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact: <b>Wrap around care</b>	Direct transmission of virus from carriers to well individuals	Due to risks associated with virus transmission and the difficulty in keeping the different groups apart the wrap around provision (breakfast club / after school clubs) will not occur unless they can be provided within the same groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact with virus particles on surfaces: <b>Effective cleaning.</b>	indirect transmission of virus from carriers to well individuals	If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be at least as follows: <ul style="list-style-type: none"> <li>Each room that is in use shall receive a deep 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 frequently.</li> <li>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> <li>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School has identified the staff responsible to conduct the cleaning in certain situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> <li>• What is to be cleaned,</li> <li>• What chemicals are to be used,</li> <li>• The frequency of cleaning,</li> <li>• Who is to undertake the cleaning,</li> <li>• Method of cleaning,</li> <li>• Safety precautions to be taken.</li> </ul>	<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 checked="" type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health Protection team on this matter if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:  <ul style="list-style-type: none"> <li>use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul> or  <ul style="list-style-type: none"> <li>a household detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Used equipment shall be double bagged and then disposed of in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: <b>Toilet facilities / handwashing.</b>	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"/>		

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?
Contact with virus particles on surfaces:  <b>Toilet facilities / handwashing.</b>	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>		

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

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

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

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

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

### Sign Off Sheet

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

School safety co-ordinator's name:

School safety co-ordinator's signature:

Date: