

Risk Assessment Overview

Details

School: Avanti Park School

Department: Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Version 2 – 06/11/2020

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.

This risk assessment is produced with regard to the Government “Guidance for full opening: Schools” document - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> dated 2 July 2020

Within the guidance the plan is that that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. To support this the Government has assessed the risks generally around pupils, the prevalence of coronavirus (COVID-19) balanced against the longer term negative impact of children being out of school both from a mental health and economic point of view.

“The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.”

“In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.”

“Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)”

This risk assessment is therefore based on a starting point of low risk and aims to reduce risks further.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks where practical
- staff maintaining distance from pupils and other staff as much as possible

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>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Covid" Policy in place specifically and circulated to all staff. Repeated messages around symptoms and actions.	Y
		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 14 days. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, staff and students given age appropriate guidance (AA/SC)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We do not have a Contractor Management Policy – but a Risk Assessment for Contractors on site which is updated for Covid. From 02/11/2020 all contractors to wear masks on site and to send in COVID RA in advance of work commencing.	Y
		Communicate the updated school Sickness Policies to Parents and Staff	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above – repeat message to parents for 1 September onwards. (AA/SC) - done	Y

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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The updated Contractor risk assessment will be issued to Contractors as required and scheduled	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place - Pack sent to all staff containing instructions (AA/SC) – From 02/11/2020 all visitors to wear masks on site.	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
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 on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is in our protocols – All staff awareness – part of communication to staff in pack (AA/SC)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
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 appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have instructions on PPE requirements as part of their pack All PPE in place.	Y

		Parents should be contacted, and the child / young person collected as soon as practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repeat message to all staff in pack Business Support staff are aware of process and rooms to be used (AA/SC)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff aware of protocol if dealing with student with unconfirmed symptoms. Included in pack (SC)	Y
		School should encourage the parents to have the child/young person tested.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in process and messages to parents (SC)	Y
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 14 days. Appropriate procedures in place to contact parents promptly via phone and email. Liaison with Public Health England is to be expected.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into procedure and sent to all staff in pack and to parents (AA/SC)	Y
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 practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	“Cleaning in a non-healthcare setting” document given to cleaners in case of identification. The detailed actions are known and will be actioned as required details will be updated when changed.	Y
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning team rota for day time availability in place – additional hours for hygiene areas and regular touch areas. Additional staff will need to be funded for September onwards to deal with full school and rooms being used. Estimate up to 20 hrs per day – Avanti Premises team	Avanti Premises team aware and actioning

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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be given guidance. Posters across school Staff to repeat and educate children at appropriate ages (Phase leads to devolve)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (Phase leads to devolve) Included "Key Points" letter to parents,	Y
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters and signs up(EJ)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Enhanced stock checking in September depending on usage	Y
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (Phase leads to devolve)	Y
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	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 other areas of this risk assessment. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are allowed to wear facemasks at their own discretion. Specific RA's for individual students and for individual circumstances will show that masks should be used at certain times – (RA's - LM) PPE for actions following identity of symptoms dealt with above	Y
SECOND LOCKDOWN	Direct infection of a well individual with virus particles	Secondary aged students to be advised to wear face coverings in internal communal areas. In the school hall and Yoga entrance hall	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicated to parents – starting from 9/11/2020	
Direct contact with virus particles from hand contact surfaces.	Direct infection of a well individual with virus particles	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remind staff in guidance above - (SC) Posters around school.	Y

Personal Hygiene	transferred to hands to mucous membranes.	<p>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:</p> <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time <p>Any other time deemed necessary by the supervising staff.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Guidance from Phase leads distributed to all staff.</p> <p>Sinks and soap in every class for supervision.</p> <p>Toilets/sinks are split between 2 classes max</p>	Y
		<p>Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posters across school</p> <p>Part of Phase leads ‘pack’</p>	Y
Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont’	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	<p>School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent hand-washing. Take appropriate action to increase number of wash hand basins if required.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink in every class (not woodwork/music)</p> <p>Plus most toilet blocks are split between 2 classes, some are one to one.</p> <p>Reception 4 sinks per class.</p> <p>Yr 1- 2 sinks per 2 classes</p> <p>Yr 2 and above - 3 sinks or more between 2 classes</p>	Y
		<p>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.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pumps and sanitizer in place (EJ/DJ)</p>	Y
		<p>Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One in every class room and at each entrance to all buildings</p>	Y
		<p>Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posters in place</p>	Y

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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per government advice all staff are now expected to be working on site unless there is specific medical guidance to say they cannot e.g. 28 weeks + pregnancy	N/A
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per government advice all staff are now expected to be working on site unless there is specific medical guidance to say they cannot e.g. 28 weeks + pregnancy School RA being carried out for all staff – prioritising those previously shielding of clinically vulnerable	N/A
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per government advice all staff are now expected to be working on site unless there is specific medical guidance to say they cannot e.g. 28 weeks + pregnancy School RA being carried out for all staff – prioritising those previously shielding of clinically vulnerable	N/A
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per government advice all staff are now expected to be working on site unless there is specific medical guidance to say they cannot e.g. 28 weeks + pregnancy	N/A
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – Phase leads. However, with all students attending it is expected that all staff will be required on site – see above	Y
		School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	with all students attending it is expected that all staff will be required on site – see above	Y

		The staff room and facilities to be re-organised to allow social distancing or limit numbers of staff that can be present.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs to go up to limit to numbers at a time – furniture to be spread. Guidance communicated to staff in September INSET days	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff to be instructed in their packs to only use their own mug (SC)	Y
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be limited depending on available space. Use of main hall allows meeting for larger groups with social distancing. Or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RA to be completed for access to school for all vulnerable students(LM)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Where vulnerability around student and home is identified RA to be completed for access to school (LM)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Where vulnerability around student and home is identified RA to be completed for access to school (LM)	Y

		The school has identified ‘bubbles’ of students and staff to limit the numbers of other students and staff that there is social contact with	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – Bubbles identified across school	Y
Social Contact on site – Children/Young people Classrooms.	Direct transmission of virus from carriers to well individuals	The school has assessed that identified classrooms for each allocated group has the space to allow limited social distancing and has the facilities and equipment to meet the needs of the year group concerned.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children grouped into bubbles and within that they will be taught and have breaks/lunch	Y
		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"/>	Y <input type="checkbox"/>	N/A	Y
		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>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requirement for all children to be in school meets rooms available	Y
		In the identified classrooms the following is to occur: <ul style="list-style-type: none"> - Remove from use excess seating. - Re-organise desks in the space to allow some social distancing between pupils. - Children to be taught forward facing for the majority of lessons in KS2 and above - Remove soft toys and furnishings that cannot be easily hygienically sanitised. - Remove any hard toys that are complex and difficult to clean. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All in place	Y

Social Contact on site – Children/Young people Classrooms. Cont.	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils remain in year group bubbles through the day, including break and lunchtimes	Y
		Staff must stay with their class group throughout the day where practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching and duty rota's organised to ensure staff are working within their bubbles apart from specialist teachers who work across bubbles in line with government guidance	Y
Social Contact on site – Children/Young people Playgrounds	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific areas allocated to each year groups for break and lunchtimes	Y
		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. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific areas allocated to each year groups for break and lunchtimes	Y
		Outdoor play equipment, including climbing frames etc. will be used by one specific bubble only.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Roundhouse can only be used by the selective rota's Bubble for supervised time	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 adults at all times with all bubbles.	Y
		Use of small outdoor equipment such as buckets, spades etc in EY should be limited to each bubble and not shared across groups. Within these parameters and outdoors children should be able to use the sandpit in the EY garden	Y	<input type="checkbox"/>	<input type="checkbox"/>	Each bubble will have their own equipment not used by any other pupils.	Y

<p>Social Contact on site – Children/Young people</p> <p>Playgrounds Cont’</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Government guidance recommends bubbles for younger children where social distancing is more difficult. Older children reminded about the need for social distancing.</p>	<p>Y</p>
<p>Social Contact on Site - General</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Plans in place</p>	<p>Y</p>
		<p>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.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>This is possible apart from 2 rooms in Chantry Those are accessed directly through the main front door to the building and are the nearest rooms.</p>	<p>Y</p>
		<p>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.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Due to buildings structure and rooms to be used, there are very few areas that cannot be one way routes.</p>	<p>Y</p>
<p>Social Contact on Site – Drop Off.</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>Ensure that the drop off times for various bubbles are staggered to reduce the number of people trying to access the school at one time.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>In place and communicated to all parents and staff</p>	<p>Y</p>
		<p>Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Complete - Letters send to parents during August to remind them of guidelines</p>	<p>Y</p>
<p>Social Contact on Site – Drop Off.</p>	<p>Direct transmission of virus from carriers to well individuals</p>	<p>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.</p>	<p>Y <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Letters to parents Different entrances for different year groups bubbles. Staggered pupil entry times to avoid overlap.</p>	<p>Y</p>

		Assess the school site and identify where appropriate signage and marking designating social distancing 1m+ can be placed to allow parents / guardians to drop off their children in a controlled manner.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessment complete – signs and lines in place	Y
		Identify a one-way flow for any drop off system.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One way drop off in place with loop around site	Y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household only, if possible.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete - letters to parents.	Y
		Stagger collection times to manage the collection process as much as reasonably practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete - letters to parents.	Y
		Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System in place, staggered collection, letter to parents informing them of plans	Y
Social Contact - Collection	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete - letters to parents.	Y
Social Contact. Drop Off and Collection	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AA to review with teams weekly and inform of any issues or changes. Changes to be communicated at the beginning of week (SC)	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lunch to be distributed to EY & KS1 to eat in class. The rest of the school will eat in the hall within their bubbles and staggered with multiple sitting	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Layout and split of hall to allow 2 bubbles lunch access at the ends of the hall. All doors open to allow air circulation. Meals brought to one bubble to avoid queuing.	Y

		Bubbles should be brought in one group at a time and either allowed to sit in their designated area	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Layout and split of hall to allow 2 bubbles lunch access at the ends of the hall. All doors open to allow air circulation. Meals brought to one bubble to avoid queuing	Y
		Work with the School Caterers to determine how food can be served in a socially distanced manner.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – Caterers completed a Risk Assessment for serving and ‘in kitchen’ – Perspex protection in place	Y
		Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between sittings. <i>COVID 19: cleaning of non-healthcare settings.</i>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be done by cleaner mid lunch	Y
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff aware and will supervise	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caterers informed – not to leave cutlery in containers. All else in place	Y
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers informed and is part of routine above. Hand gel at entrances to hall	Y
		Children on packed lunches should be provided with hand sanitiser gel.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above – any packed lunches will eat with other students	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y

Social Contact School hall / Sports	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	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lessons in bubbles or classes. In place as there are no mixed groups in school	Y
		Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – one class in only and PE lessons will be outside as much as possible.	Y
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	In place – Teachers to plan around cleaning or separating equipment between bubbles.	Y
		Outdoor PE lessons are preferred to reduce the risk of transmission.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited PE lessons and can be outdoors weather permitting	Y
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate spray etc. available if any equipment is used Equipment identified per bubble and cleaned. Teachers are responsible for storing equipment such as ping pong balls/bats and basketballs within their bubble, and for sanitising these before and after playtime/use	N
Social Contact: Teaching	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 of social distancing and reduce the risk of disease transmission.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads working with teachers	Y
		Shared resources are limited and where used are restricted to within the bubble Children to be provided with individual resources where appropriate. EY – due to age of children will have limited items that will be shared within the bubble and regularly cleaned during the day	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EY – Cleaning spray and disposable cloths available in each bubble. Part of EY planning document	Y
		Teaching Staff to maintain social distancing with individuals with their classrooms as far as possible	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbles for teaching staff apart from very small number of subjects	Y

Social Contact: Wrap around care	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initially there will be no school run afterschool clubs. Keep this under review and build up slowly if required.	Y
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – and circulated to cleaners	Y
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has conducted a specific cleaning risk assessment to determine the frequency of cleaning of all areas of the school included high use / high risk areas and low risk areas.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and under review	Y
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Monitoring of cleaning daily – to include frequent touch areas/hygiene areas and all Classrooms and corridors. Ventilation checks to be carried out in Classrooms on a regular basis	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitoring sheets circulated to cleaners	
Contact with virus particles on surfaces: Effective cleaning.	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cleaners have been trained on new cleaning patterns. Cleaning during the day planned into cleaning rotas	N
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held to set out schedules, training and regime (EJ)	Y

<p>Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	<p>Indirect transmission of virus from carriers to well individuals</p>	<p>The schools cleaning regime shall be at least as follows:</p> <ul style="list-style-type: none"> • Each room that is in use shall receive a deep clean once per day. • Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. • Each room in use shall have its high use hard surfaces cleaned frequently. • Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. • Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meeting held to set out schedules, training and regime (EJ) Repeat and check knowledge in last week of August – complete – new staff to be trained</p>	Y
		<p>School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Entrance area and office are higher risk with numbers and through put</p>	Y
		<p>Identify the staff responsible to conduct the cleaning in certain situations</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Rota system will be in place for day time cleaning. Meeting held to set out schedules, training and regime (EJ)</p>	Y

Contact with virus particles on surfaces: Effective cleaning.	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"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ) – additional schedules reviewed October 2020.	Y
		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. All chemicals to be stored in lockable cabinet or identified area	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EJ to list and cleaners to keep topped up/replaced from central stores. Regular checks by cleaners during the day	Y
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All products have MSDS – get copies of these and put into all classes to be used	Y
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Products already in use	Y
		Cleaning staff are required to wear appropriate PPE for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves in stock. Cleaners trained re disposal. Will identify a bin for 72 hour storage and swap bins mid-week for collection. Colour code and lock bins to help identify correct bin for use.	Y
Contact with virus particles on surfaces: Effective cleaning.	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning in education setting document follows procedure if virus is present	Y

		<p>Hard surface deep cleaning should be conducted using disposable cloths, mop-heads or paper towels using a suitable method:</p> <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p> <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meeting held to set out schedules, training and regime (EJ)</p> <p>Additional supplies identified and in stock</p>	Y
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bin details as above	Y
<p>Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to low student numbers balanced against increased waste we are okay – review on 19 th June	Y
<p>Contact with virus particles on surfaces:</p> <p>Toilet facilities / handwashing.</p>	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held to set out schedules, training and regime (EJ)	N
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EY Planning document Implemented at Yr 6	N
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads add details to Teachers instructions and included in guidance to all School staff	N

		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaner in during day to check toilets as part of routine	Y

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 Safety MARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
		September 1 st 2020

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

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:

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:
6/11/2020	Shannon Coggins	Amendments made in line with changing government advice