

Risk Assessment Overview

Details

School:	Department:
AVANTI PARK	Whole School

Risk Assessment Title:

<p>General Risk Assessment – Coronavirus COVID 19 Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”. Version 2 – January 2021</p>

Who is at Risk?

People at Direct Risk:	Other People Who Could be Affected:
Staff, Pupils and Visitors	Parents

Summary of Risk

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

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

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
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 or have had a confirmed test are excluded from the school site for at least 10 days or until they are symptom free. (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <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 or are confirmed cases 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>	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <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"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	All Contractors directed to our COVID RA before coming to the school. From 02/11/2020 all contractors to wear masks on site and to send in COVID RA in advance of work commencing. They will also need to fill in a 'rules for contractors on site' form on arrival.	Y
		Communicate the updated school Sickness Policies to Parents and Staff	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	As above – repeat message to parents for 1 September onwards. (AA/SC) - done	Y

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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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors to fill in No Covid Symptoms form on arrival and sign rules for contractors form	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. Parents asked to make appointments or speak to staff on the phone or via teams/zoom	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
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
		The school will identify any possible "contacts" and seek advice from Public Health England.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y

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Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For pupils displaying symptoms the school will follow the DfE guidance “What to do if a pupil is displaying symptoms of coronavirus (COVID 19)”. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downloaded and understood by key staff	Y
		Staff that develop unconfirmed symptoms whilst on the school shall be asked to leave the school as soon as possible and obtain a test.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
		The school to identify possible contacts and seek advice from Public Health England helpline.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school work closely with PHE where any cases are identified	Y
		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

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		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
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	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
		In the event of an unconfirmed case the school should ensure that the classroom, office or resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas used by a child, member of staff or visitor to the school with suspected Covid symptoms will be quarantined until a result is confirmed. If positive the areas will be quarantined for 72 hours before being deep cleaned.	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"/>	In place (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 10 days. Appropriate procedures in place to contact parents promptly? Contact Public Health England on the helpline 0800 046 8687.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC) For pupils in KS3 and 4 whose parents have consented to LF Test they can attend and have a test every morning before the start of school for 7 days. All positive cases sent home with PCR test	Y

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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?
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
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	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 (SC)	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 checked ongoingly depending on usage (SP)	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
		Face Coverings: The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings apart from circulation spaces in secondary settings If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance on the wearing of masks sent to all staff and secondary aged pupils. Individual RA's in place for vulnerable staff. Staff able to wear masks as personal choice in the classroom environment. All staff to wear masks in circulation areas outside of their bubbles.	Y

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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?
		School to undertake an assessment of any air conditioning system or air handling system (HVAC) if fitted, is able to ensure appropriate air changes per hour to reduce viral loading in classrooms, offices or work spaces. Guidance available from CIBSE COVID 19 Ventilation Guidance.	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	No air conditioning units in operation	Y
		School must identify any offices or work spaces that have poor ventilation and take appropriate steps to mitigate the problem. E.g reduce occupancy.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC/SP)	Y
		Classrooms will have as much natural ventilation as possible. Windows and doors will be kept open.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Fire Doors – these doors can be left open to improve the ventilation of the premises. However, they must be manually closed when rooms are to be left empty for significant periods of time. School to assess which doors have to be left open and therefore need to be managed.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC/SP)	Y
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"/>	Staff reminded regularly. Posters around school.	Y

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Personal Hygiene	transferred to hands to mucous membranes.	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance from Phase leads distributed to all staff. Sinks and soap in every class for supervision. Toilets/sinks are split between 2 classes max	Y
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters across school Part of Phase leads 'pack'	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.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink in every class (not woodwork/music) Plus most toilet blocks are split between 2 classes, some are one to one. Reception 4 sinks per class. Yr 1 - 2 sinks per 2 classes Yr 2 and above - 3 sinks or more between 2 classes	Y

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		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% +.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pumps and sanitizer in place (SP/JJ)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SP)	Y
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters in place	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"/>	In place (SLT)	Y
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y	N/A	Y
		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"/>	In place	Y

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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?
		School is to keep themselves aware of the Governments advice regarding the shielding of staff and react accordingly.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shielding advice monitored to keep up to date with vaccine roll out.	Y
		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"/>	Precautions in place in place to minimise risks including twice weekly LF tests	Y
		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"/>	Three week rotation of staff within working bubbles to support students and home learning (LM)	Y
		School timetable to be organised if possible to allow flexible working to prevent staff travelling backwards and forwards to school in a single day.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three week rotation of staff within working bubbles (LM)	Y
		All staff allowed to work from home been given advice regarding safe workstation set up.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice shared with staff working from home re best practice (LM)	Y
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	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 to only use their own mug (SC)	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (AA)	Y

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Teaching staff to not share an office if at all possible to reduce the risks of whole departments having to isolate.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff organised into small teaching bubbles (LM)	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 at 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 be in 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
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	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 (JM)	Y
		The school has identified and created the required “social bubbles” to minimise transmission of the virus between year groups.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place LM/AA	Y

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>The school has identified specific plans to enable the various social bubbles to undertake the following on site (delete those not applicable):</p> <ul style="list-style-type: none"> • Arrival and Departure • Movement around the school site • Access to the dining room • Access to personal hygiene and toilet facilities • Access to specialist teaching areas e.g. Science labs, DT Workshops, PE facilities etc. • Access to break areas 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place SLT	Y
<p>Social Contact on site – Children/Young people</p> <p>Classrooms</p>	Direct transmission of virus from carriers to well individuals	The school has re-organised the classrooms in accordance with the guidance set out in the document to maximise the space and ensure that staff can maintain 2m social distancing from pupils.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children grouped into bubbles to be taught and have breaks/lunch	Y

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>In the identified classrooms the following is to occur:</p> <ul style="list-style-type: none"> - Remove from use excess seating and furniture. - Re-organise desks in the space to allow them all to face forward if possible. - Remove soft toys and furnishings that cannot be easily hygienically sanitised. <p>Remove any hard toys that are complex and difficult to clean.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All in place	Y
		In the identified classrooms where face to face organisation cannot be avoided then appropriate measures should be taken to prevent direct transmission of bodily fluids. E.g use of screens / face coverings may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y	N/A	Y
		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 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	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 bubble for break and lunchtimes	Y

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Playgrounds / Outdoor spaces		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 bubble for break and lunchtimes	Y
		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/young people using it.	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/young people 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
		For younger children, introduce more structured play, by using games which promote social distancing instead of allowing "free" play.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Government guidance recommends bubbles for younger children where social distancing is more difficult. Older children reminded about the need for social distancing.	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans in place where necessary	Y

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		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to buildings structure and rooms to be used, there are very few areas that cannot be one way routes.	Y
		Schools to consider allocating entire wings / departments or groups of classrooms to particular social bubbles.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary Provision to be delivered in Craft Street – EY in Victoria House – Primary in Chantry House	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place and communicated to all parents and staff	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete - Letters send to parents to remind them of guidelines	Y
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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Different entrances and exits for different year groups bubbles.	Y

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		Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	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
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular email requests to parents reiterating this information SC/AA	Y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household / support bubble only.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete - email 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"/>	Only one time in and out due to small numbers of students but two gates used to reduce further	Y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	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	Y
		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 – email home to parents.	Y

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		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete – email home 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"/>	The school will eat in the hall within their bubbles and staggered with multiple sittings	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 bubbles lunch access at the ends of the hall. All doors open to allow air circulation.	Y
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Layout and split of hall to allow 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"/>	To be done by mid-day supervisor/cleaner mid lunch	Y
		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>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be done by mid-day supervisor/cleaner mid lunch	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact. 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 reduce 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 (SC)	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 in place	Y
		Children/ Young people 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
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Hand sanitiser gel stations should be available for use within the dining facilities.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser given to students at the entrance to the dining hall or children to wash their hands for twenty seconds	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 (LM)	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<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

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?
		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.	Y
		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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE day schedule shared with parents and request for students to wear PE kit on PE and Yoga days	Y
		Assess the current changing facilities, to determine if they are large enough to maintain a 2m social distance for a maximum of 15 pupils at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y	Not using changing facilities	Y
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 prohibited. Children to be provided with individual resources where appropriate.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	
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 all cleaners	Y
		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"/>	SLA completed with AST	Y

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?
		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"/>	Specific additional cleaner employed to ensure frequent touch and hygiene areas covered – monitoring sheets used.	Y
		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"/>	Schedules set, training and regime implemented	Y

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: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	<p>The schools cleaning regime shall be 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>Cleaning of frequent touch and hygiene areas throughout the day.</p> <p>Deep cleaning of quarantined rooms and toilets after 72 hours and with chlorine tablets by trained staff.</p> <p>Schedules and training in use of cleaning products completed.</p>	Y
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance area and office are higher risk with numbers and through put – additional cleaning scheduled.	Y
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implemented	Y

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: 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"/>	Regular meetings to discuss cleaning rotas and schedules. Monitoring sheets in hygiene and frequent touch areas.	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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SP 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 NSDS	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 disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves in stock. Cleaners trained re disposal. Yellow hygiene waste bin for PPE.	Y

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: 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 England health Protection team on this matter if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning in education setting document procedure followed if virus is present	Y
		Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method: <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 ppm available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). 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.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedules set and training completed. Additional supplies identified and in stock	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
		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
		All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y

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?
Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
		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	Y
		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
Secondary Schools: Contact with the virus. Testing.	Transmission of virus from asymptomatic carriers in older age groups.	The school to set up a mass testing programme using lateral flow tests as per the guidance "COVID 19 National Testing Programme – Schools and Colleges handbook".	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan in place and overseen by First Royal Artillery Regiment - all 'how to' and 'training guides' downloaded and stored in lateral flow testing folder with all lateral flow staffs training certificates	Y
		Ensure that there are adequate resources allocated to provide the testing programme.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resources in place and staff identified and trained	Y
		Ensure that the staff undertaking the testing have received training with respect to the role they play.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient staff trained and in place.	Y
		Have a separate positive test exclusion policy for the effected young person and their contacts as per the guidance.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the case of a positive LF test guidance followed and support from PHE	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)

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Abigail Atkins	<i>Abby Atkins</i>	18/01/2021

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

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Shannon Coggins	<i>Shannon Coggins</i>	18/01/2021

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: