

RISK ASSESSMENT	Key worker school opening		Etonbury Academy
Assessment completed by:	Date Completed:	01/06/2020	
PRINT NAME: V Lockey	Next Review Date Due:	15/06/2020	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> All staff and pupils when not in setting to follow government guidelines and Stay alert (NB School has no control over this). 	Y	Y
			<ul style="list-style-type: none"> Settings to follow Public Health and DFE Guidance for Schools on Coronavirus. 	Y	Y
			<ul style="list-style-type: none"> Schools to check this guidance DAILY as it is regularly updated with new practices. 	Y	Y
			<ul style="list-style-type: none"> SLT to discuss daily situation at school and what is happening nationally. 	Y	Y
			<ul style="list-style-type: none"> Review all activities to consider and manage risk of Coronavirus. 	Y	Y
			<ul style="list-style-type: none"> Develop or update your school Flu Plan for dealing with second wave or loss of critical staff for example Headteacher, Senco, site agent. 	N	Y
			<ul style="list-style-type: none"> Review how to deal with loss of critical person or persons 	Y	Y
			<ul style="list-style-type: none"> Display free poster on “catch it, bin it kill it poster” in toilets and staff notice boards. 	Y	Y
			<ul style="list-style-type: none"> Provide tissues for classrooms. 	Y	Y
			<ul style="list-style-type: none"> Ensure robust cleaning of high contact surfaces throughout the day. 	Y	Y
			<ul style="list-style-type: none"> Obtain advice where required from H&S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk 	Y	Y
			<ul style="list-style-type: none"> COVID 19 is RIDDOR reportable and should be reviewed if member of staff dies 	Y	Y
			<ul style="list-style-type: none"> Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing, handwashing. This may require lessons to be shortened. 	Y	Y

Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> Regular review of student numbers School opened on the ability to maintain COVID-19 prevention and control measures within the school's setting. Review staffing availability Adequate class spaces to teach groups of up to 15 Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19) Limit visitors/contractors to school Staff ID badges 	Y	Y
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> Review workforce to identify staff in extremely clinically vulnerable category and unable to be in work under current guidance. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable Review workforce to identify staff in clinically vulnerable category and should work from home where possible or safety available onsite role, staying 2 m away from others wherever possible. Staying at home and away from others (social distancing) guidance If Clinically vulnerable staff are in school and social distancing cannot be maintained a separate risk assessment should be completed for each individual. Pregnant staff review working arrangements and update pregnancy risk assessment. 	Y	Y
Living with a shielded or clinically vulnerable person Staff or pupil	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they 	Y	Y

			<p>only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</p> <ul style="list-style-type: none"> ● If stringent social distancing cannot be adhered to they will not be expected to attend. They should be supported to learn or work at home. 	Y	Y
Lack of social distancing in school	Staff, pupils and family members	<p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>It can cause illness and recover and death</p>	<ul style="list-style-type: none"> ● School to follow latest Government advice on implementing social distancing https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings <p>Travel to and from school</p> <ul style="list-style-type: none"> ● Parents and pupils informed and encouraged to not use public transport. ● Planned staggered arrival and leaving times for different groups of children (classes now split and max 15 in a class). ● Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. (Use a map of the school site to mark out areas where parents and pupils to stand) ● Only one parent/carer per child to arrive and collect children. ● No parent/carer standing at the gate (creating a bottle neck) ● No parents to come on site without permission ● Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike) <p>Classroom</p> <ul style="list-style-type: none"> ● School to review class sizes to reflect teacher numbers and kept as small as possible maximum 15 pupils per “group”. ● Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group. ● No sharing of resources between students 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Lack of social distancing in school (Continued)			<ul style="list-style-type: none"> • Desks and chairs to be rearranged to have 2 meters spacing between each pupil and between pupil and member of staff. • Removing and storing unnecessary furniture to create more space for social distancing. • Pupils outdoor coats and bags to be placed under their own desk to prevent going into corridors to hang up on pegs or mixing clothing with other pupils. • Where possible hold lessons outside within the school grounds in their maintaining social distancing. • Provide talks to children on “social distancing”. • Where possible keep a window open for ventilation. • Mark social distancing on floors and paths • Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) 	Y	Y
Lack of social distancing in school (Continued)			<p>Social and breaktimes</p> <ul style="list-style-type: none"> • Pupils to wash hands thoroughly before going out for break/lunch. • No contact activities to be undertaken. • Zone playground provide markers to keep groups away from Year 6 • Pupils will be encouraged to stand 2 meters away from each other and from staff • No ball throwing that involves pupils passing balls to each other. • In the Dining hall chairs are set out so there is a 2-metre gap between students when eating. • Pupils stand apart. Marks on floor to indicate 2 M gap when queuing for food. • No sharing of cutlery • Pupils to sit 2m distancing • Staff working in dining hall to wear gloves • Staff supervising to stand 2 metres away from pupils and other staff. 	Y	Y
Lack of social distancing in school (Continued)	Staff, pupils and family members	Illness Death	<p>General</p> <ul style="list-style-type: none"> • Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. 	Y	Y

			<ul style="list-style-type: none"> • Close supervision by Teachers/support staff on pupils so social distancing measures are maintained. This includes monitoring corridors and toilets at breaktimes and lunch. • Marking floors in corridors showing 2 m gaps • Display laminated posters around the school (classrooms and corridors) • Display laminated posters where there are queues • Review corridors and staircases and consider one way systems. • Display signage for any one way system implemented. • In corridors fitted with automatic fire door release keep doors pinned back. • Staffroom maintain social distancing <p>Offices and meeting rooms –</p> <ul style="list-style-type: none"> • Accommodating staff in offices and maintaining social distancing (marking desks where staff can sit). Some may have to still work from home if social distancing cannot be managed or on a rota. <p>School Reception</p> <ul style="list-style-type: none"> • Reception area. Marking on floor where pupil or visitor should stand • Parents encouraged to phone or email rather than come to the reception office. • Parents encouraged to pay electronically - no cash 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Access to curriculum such as PE/Science/DT etc	pupils	Illness Death	<ul style="list-style-type: none"> • The timetable adapted to take into account additional time for handwashing. • Any PE will not involve contact sports • Pupils will be asked to wash their hands after physical activity. • Follow Cleapps guidance GL344 Guide for doing practical work in a partially reopened school – DT, Food and Art • ICT suites – mark out PC's that can be used. These should be cleaned using wipes after use (between groups) • Secondary only use science labs for the same class all day and teachers rotate between classes unless there can be a thorough clean between rotations (Using a bleach type solution). • Laptops/ipads – these should be cleaned before use 	Y	Y
				Y	Y
				Y	Y
				Y	N/A
				Y	N/A
				Y	N/A
				Y	N/A

Staff or pupils comes into school when they feel unwell	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> • Communication sent to all staff informing them they should remain at home if they are displaying any symptoms • School to refer staff for COVID19 Testing as they are an Essential worker https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Communication with parents/carers informing them of the measures that if their child displays the following symptoms, they should self isolate for 7 days (14 days for a household): <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • This information is displayed on school website and in letter to parents. 	Y Y Y Y	Y Y Y Y
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Guidance for Schools on Coronavirus. • If a Pupil displays the following symptoms, they should self isolate for 7 days if they have either: <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • All members of their households (including siblings) should self isolate for 14 days and this is to will help to protect others in the community while they are infectious. ing https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Member of staff dealing with ill pupil or staff should wear PPE • Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people. • If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. 	Y Y Y Y Y	Y Y Y Y Y

			<ul style="list-style-type: none"> • If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. • If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. • Make sure that children and young people know to tell a member of staff if they feel unwell. • Call 999 if they are seriously ill or their life is at risk. • Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste 	Y	Y
			<ul style="list-style-type: none"> • Clean down area where pupil has been following cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The school or setting to remain open and will only need to close if there has been a confirmed case and advised to close by Local Public Health Protection Team 	Y	Y
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. (Continued)	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • If a staff member displays the following symptoms, they should self isolate for 7 days if they live alone and have either: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) <p>or self isolate for 7 days if they live within a household along with the rest of the household members.</p> <ul style="list-style-type: none"> • Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. 	Y	Y
				Y	Y

			<ul style="list-style-type: none"> School to refer staff for COVID19 Testing as they are an Essential worker https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Y	Y
Positive identified case of Coronavirus of a member of staff or pupil at your school setting	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> Refer to Public Health and DFE Guidance for Schools on Coronavirus. Follow all advice from Public Health England and from the local Health Protection Team The rest of the class, group should be sent home and advised to self isolate for 14 days. Teachers and staff are eligible for testing and should remain at home until results are obtained from testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. 	Y Y Y Y	Y Y Y Y
Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> Print off laminate and display Coronavirus handwashing poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. Request visitors wash their hands Educate pupils and staff on the importance of destination handwashing <ul style="list-style-type: none"> <input type="checkbox"/> before leaving home <input type="checkbox"/> on arrival at school <input type="checkbox"/> after using the toilet <input type="checkbox"/> after breaks and sporting activities <input type="checkbox"/> before food preparation <input type="checkbox"/> before eating any food, including snacks <input type="checkbox"/> before leaving school <p>Display handwashing poster in all toilets</p> <ul style="list-style-type: none"> Changes to timetabling to provide extra time in the school day everyday for handwashing. This will need to be staggered inline with group breaks and lunches to avoid bottle necks in toilets. 	Y Y Y	Y Y Y
				Y	Y

			<ul style="list-style-type: none"> • Provide additional knee operated handwashing stations (external or internal) • Set time aside for regular training and reminders on handwashing https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be • Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly. • Sufficient supplies and maintained supplies of liquid soap and operational hand dryers. • Bins emptied daily • Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and blow dryers are operational. 	N	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> • Where possible pupils must use liquid soap and water for washing hands • Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example</u>:- <ul style="list-style-type: none"> <input type="checkbox"/> School entrance where visitors and staff sign in <input type="checkbox"/> Classrooms (where the use can be supervised by the class teacher). <input type="checkbox"/> ICT room <input type="checkbox"/> Meeting rooms <input type="checkbox"/> Dining hall (supervised by kitchen or midday staff) 	Y	Y
				Y	Y
				Y	Y
				N	Y
				N/A	N/A
				N/A	N/A
				N	Y
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. • Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. • Provide a marker above urinal and sinks indicating which ones can be used to maintain social distancing. (for example use every other sink) • Access to toilets are monitored strictly and identify how many can enter at one time maintaining social distancing • Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

			<ul style="list-style-type: none"> Remove any fabric towels (multi use) and use hand dryers or single paper towels Display handwashing poster. Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be 	Y	Y
				Y	Y
				Y	Y
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> All events and lettings have been cancelled. Limit meetings with parents for serious issues and maintain social distancing Consider Use Microsoft Teams/Zoom for meetings/parents evenings to prevent face to face contact. 	Y	Y
				Y	Y
				Y	Y
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> All alcohol-based gels are in an area which are supervised or monitored by staff. Primary school – pupils to be supervised when using alcohol gels Older pupils (secondary school age) permitted to carry and use there own supply of alcohol hand gel. 	Y	Y
				Y	Y
				Y	Y
Location of wall mounted gels at a height that could get into a pupils eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> Any wall mounted pumps are at a position that is not in line with pupils head. Site team to check daily supplies and refill sanitiser station. 	Y	Y
				Y	Y
Lack or ineffective cleaning of high contact surfaces	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high. For example: <ul style="list-style-type: none"> <input type="checkbox"/> Door keypads <input type="checkbox"/> Door Handles (could classroom doors be kept open) <input type="checkbox"/> Payment systems –pupils just bring in lunches and sit at their desks? <input type="checkbox"/> Keypads entries (on release during the day) except main entrance not without compromising safeguarding 	Y	Y

			<ul style="list-style-type: none"> <input type="checkbox"/> Signing in electronic pads (book and visitors use own pen or wipe after each use) <input type="checkbox"/> ICT equipment wiped between each use <input type="checkbox"/> Resources (rulers etc) pupils to have their own stationary packs. <input type="checkbox"/> Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps • Identify how to manage these areas effectively (for example through elimination for example no fingerprint recognition for lunch payments) • Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Either provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces. • Throughout the day the cleaners or site team should be cleaning high contact surfaces <ul style="list-style-type: none"> <input type="checkbox"/> door handles into classrooms <input type="checkbox"/> key pad entry systems <input type="checkbox"/> corridor doors hand plates <input type="checkbox"/> toilet doors, hand plates <input type="checkbox"/> classroom desks <p>with a solution – Following guidance on cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Y	Y
				Y	Y
				Y	Y
Lack or ineffective cleaning of high contact surfaces (cont)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> • Spray onto a cloth onto high contact surfaces • Do not spray tables when pupils are seated at them. • Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. • Spray bottles must be kept out of reach of children and used with disposable gloves. • Appropriate PPE (Personal Protective Equipment) must be work disposable apron, gloves. • Also clean with this solution classroom sinks and taps (high volume contact surfaces). • Review high contact surfaces and equipment in your school setting 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

			<ul style="list-style-type: none"> • Ensure Safety Data sheet is available for cleaning solution- COSHH assessment completed. • The has an adequate and maintained supply of personal and domestic cleaning products available for school. • Cordon off any external play equipment (unless it can be cleaned between each group using it) • Remove soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts). • Limit resources taken home to school and school to home. • Do not share common resources between groups unless cleaned with a diluted bleach solution (for example maths counting blocks). • Signage displayed to remind staff and pupils to wash their hands 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> • Pupils not returning to school will not be penalised for non attendance • School to work that pupil can complete at home. • Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools • Review business continuity plan if staff numbers become low. 	Y	Y
				Y	Y
				Y	Y
Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools • Call DFE Helpline 0800 046 8687 or email Dfe.coronavirushelpline@education.gov.uk 	Y	Y
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • All UK and abroad trips cancelled. Pupils will not leave school grounds. 	Y	Y
Critical workers(parents carers of pupils)	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> • Pupils of critical workers have been identified where the pupil cannot be looked after safely at home a school place has been offered by the school • Essential workers pupils to be absorbed into the new groups (keeping a maximum of 15 per class) 	Y	Y
				Y	Y

Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> Following Government advice on EHCP pupils https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people Those with an EHC plan should be risk-assessed https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance Share risk assessment with staff working with pupil with EHCP. 	Y	Y
Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	Building not maintained or checked. Insufficient fire safety and legionella management. Causing injury	<ul style="list-style-type: none"> Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). Review Planned Preventive Maintenance schedule – what services are due between now and September. Make sure statutory checks are up to date for example boiler servicing. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Follow DFE guidance on managing buildings https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. Legionella – if school building has been fully closed then it will need flushing through. If building has been closed reinstate all site agent checks including weekly fire alarm check. Review building projects planned for summer and beyond. Fire evacuation – suspend normal termly fire evacuation as social distancing is unachievable. This will be reinstated once “practicable” in the meantime evacuate in an emergency (risk will be greater from fire than Covid19) Review fire wardens to ensure you have enough trained staff. Grounds maintenance contract – arrange for grass cuttings Review building projects planned for the summer holidays. If your classes are going to be split into different classrooms to reduce numbers are they age appropriate for example fitted with fingerguards. 	Y Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y Y

			<ul style="list-style-type: none"> Bins are emptied in classrooms and offices daily. 	Y	Y
				Y	Y
				Y	Y
Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<p>Training</p> <p>Staff Induction back to school</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform them of ALL the control measures identified by risk assessment <input type="checkbox"/> What they need to do to keep themselves safe and their group of pupils safe at school <input type="checkbox"/> Spotting signs/symptoms for Covid19 for themselves and students <input type="checkbox"/> Local COVID19 testing station and access to home testing kits as Essential workers <input type="checkbox"/> First aid arrangements <input type="checkbox"/> Fire evacuation procedure <p>Training for pupils</p> <ul style="list-style-type: none"> Provide lessons on handwashing for example ebug and this video https://youtu.be/x3v521MTjio Promoting good respiratory hygiene "catch it bin it kill it" Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. 	Y	Y
				Y	Y
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Sufficient first aiders on site. Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. First aider and those administering medication to maintain social distancing where possible. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</p> <p>Also a number of year groups to remain at home</p> <p>Social isolation leading to mental health problems</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Incorrect/poor work station set up leading to Musculoskeletal conditions</p> <p>Mental health</p>	<p>Pupils</p> <ul style="list-style-type: none"> There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice. <p>Staff</p> <p>Staff working from home – guidance provided on working from home and secure information complying with GDPR.</p> <ul style="list-style-type: none"> Staff provided with laptop and separate mouse- DSE assessment not required for working at home. Share HSE guidance on working from home. Staff should follow good practice and work from a table. Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home checklist Check staff complete the checklist and highlight any issues to you School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom. Pregnant staff working from home – update their pregnancy risk assessment to include home working. Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. Consider virtual coffee mornings using technology so staff can still feel part of a team Encourage staff to speak to colleagues daily Identify staff that live on their own and ring them to make sure they are okay 	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Stress and mental health</p> <p>Parents and pupils anxious</p> <p>Staff working long hours delivering face to face as well as</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p>	<ul style="list-style-type: none"> Clear communication to parents on returning to school and how this will be managed. Additional pastoral support provided. Use of professional resources to share experiences of lockdown with children for example https://www.weforum.org/agenda/2020/05/11-may-who-briefing/ Monitor staff workload between classroom delivery and setting work for pupils at home. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

setting work for those pupils at home		Increase in absenteeism and Presentism	<ul style="list-style-type: none"> Regular updates to parents on safety measures in place 	Y	Y
Ineffective use of PPE	Staff, pupils, families of staff and pupils	PPE facemasks become contaminated and source of infection causing illness to wearer	<ul style="list-style-type: none"> School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, delaying with a suspected case of COVID19 and personal care. 	Y	Y
			<ul style="list-style-type: none"> School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks). 	Y	Y
			<ul style="list-style-type: none"> Where Staff and pupils chose to wear their own PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England. 	N	Y
Any other hazards					

Risk Assessment Action Plan

Following Covid19 Hierarchy of control

Control measure not yet in place or Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<ul style="list-style-type: none"> Where Staff and pupils chose to wear their own PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England. 	IEV	06.06.20		
Reviewed by: Signature: <i>Ian Evason</i>	COMMENTS:			
PRINT NAME: IAN EVASON				

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury/illness occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury/illness only	No further action required.

Suggestions of Additional Control Measures:

Protective barriers for classroom teachers: Provides an idea <https://mytotalofficesolutions.co.uk/screen/>

Signage and display boards: <https://norwichprintsolutions.co.uk/covid-19/>

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Guidance to educational settings about COVID-19
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Government advice on implementing social distancing
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources:

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Any questions or support completing this risk assessment please contact us on
sherryl@cousinssafety.co.uk or 01480 718007

Date: 14.5.2020