

RISK ASSESSMENT	School Opening in Full September 2020		Etonbury Academy
Assessment completed by: Ian Evason	Date Completed:	July 17th 2020	
PRINT NAME: Ian Evason	Next Review Date Due:	August 28th 2020	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Control Measures	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, visitors, 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, pupil or visitor	<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). Settings to follow DFE Guidance full opening for Schools in September on Coronavirus. Schools to check this guidance as it is regularly updated with new practices. SLT to discuss daily situation at school and what is happening nationally. Review all activities to consider and manage risk of Coronavirus. Develop or update your school Flu Plan for dealing with second wave or loss of critical staff for example Headteacher, Senco, site agent. Display free poster on “catch it, bin it kill it poster” in toilets and staff notice boards. Provide tissues for all classrooms and spray/wipes suitable for viruses. Ensure robust cleaning of high contact surfaces throughout the day. Obtain advice where required from H&S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk COVID 19 is RIDDOR reportable and should be reviewed if member of staff dies Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing between bubbles, handwashing. 	y y y y y y y y y y	

Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, visitors, 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, pupil or visitor	<ul style="list-style-type: none"> ● Consultation with Unions and communication with non-union staff on risk assessment and its control measures.(via the TRUST) ● School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school. ● School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting. ● Review staffing availability with changes in shielding from the 1st August and create “bubbles or groups” following DFE guidance this could be year classes, half’s and year groups. ● Adequate class spaces to teach groups – there is no social distancing between students in bubbles. Create 2m between student and teacher where possible. ● 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). ● Visitors limited to school – try to hold meeting remotely where possible. ● Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. ● Daily classroom checklists and monitoring of controls from risk assessment are in place (Cousins Safety templates). ● System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. ● Review staffing holidays planned and if 14-day isolation on return will impact on their attendance and school delivery. ● Parent and staff handbooks/guides/agreements in place and good communication with staff and parents prior to opening. 	<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>	
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<p>Review workforce to identify staff in extremely clinically vulnerable category as per guidance Shielding for this group will be paused from the 1st August 2020 and they should be able to return to work if COVID secure– but can carry on working from home if they can.</p> <p>Complete individual risk assessment for staff extremely clinically vulnerable.</p> <p>Review workforce to identify staff in clinically vulnerable category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the ‘clinically vulnerable’ category) should</p>	<p>Y</p> <p>Y</p> <p>Y</p>	

			<p>work from home where they can and should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this guidance.</p> <ul style="list-style-type: none"> • Pregnant staff review working arrangements and update pregnancy risk assessment. 	Y	
<p>Living with a shielded or clinically vulnerable person</p> <p>Staff or pupil</p>	<p>Staff, pupils and families of those attending school</p>	<p>Contracting Coronavirus resulting in serious illness or death of member of staff or pupil</p>	<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, from the 1st August they can attend the school setting. 	Y	Y
<p>Pupils who are shielding or self isolating</p>	<p>Pupils and</p>		<ul style="list-style-type: none"> • From 1st August shielding will be paused and pupils in this category can return to school. • Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Pupils no longer required to shield but who generally remain under the care of a specialist health professional – review and update their care plans before returning to school (usually at their next planned clinical appointment). Following guidance from the Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ for children and young people. 	Y	Y
<p>Lack of social distancing in school</p>	<p>Staff, Visitors, pupils and</p>	<p>The virus is spread in minute water droplets that</p>	<p>School to follow latest Government <u>advice</u> to minimise contact between individuals and maintain social distancing. Older children between pupils and staff and between bubbles.</p> <ul style="list-style-type: none"> • Display signage to remind people to socially distance. 	Y	Y

	family members	<p>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"> ● Travel to and from school ● Parents and pupils informed and encouraged to not use public transport. ● Where pupils have to use public transport as it is totally necessary this should not be during peak times ● Families using public transport should be referred to the safer travel guidance for passengers. ● Liaison with LA school transport to determine how pupils will be travelling in bubbles ● Parents/pupils encouraged to walk/cycle to school ● Planned staggered arrival and leaving times for different groups of children. ● Each group of pupils is allocated a time of arrival and collection and this is communicated to parents and they can line up in their specified area of playground. ● Groups access classrooms straight from outside rather than coming through an entrance and corridor where possible ● 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 (Primary). ● No parent/carer standing at the gate (creating a bottle neck) ● No parent to come into classroom. ● 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"> ● Classrooms to be set up so all children face the front in lines. No face to face working. ● Pupils <u>will remain in their bubble/groups</u> in classroom and not move around the school where possible although for curriculum delivery this should be managed. ● The groups will not cross over and there will be have as little as contact as possible with the groups in school. (separate areas in playground etc) ● Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group without being cleaned. 	<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>	
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Lack of social distancing in school (Continued)			<p>No sharing of resources between “groups” unless thoroughly cleaned using a diluted bleach solution.</p> <ul style="list-style-type: none"> ● Removing and storing unnecessary furniture to create more space in classrooms. ● Class sizes can be back to normal where excess furniture is removed allowing for 1m corridor between teacher and the pupils. ● Consider removing excess furniture off site so all classrooms can be utilised. ● Where possible hold lessons outside within the school grounds in their “groups” maintaining social distancing. ● Provide talks to children on “social distancing” from teacher and other bubbles. ● Where possible keep a window open for ventilation. ● Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) ● Pupils to remain within their bubbles as much as possible ● Staff to monitor corridors for change over to ensure social distancing is observed between groups. ● Pupils informed not to touch or get close to a member of staff. 	<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>	
Lack of social distancing in school (Continued)			<p>Social and breaktimes</p> <ul style="list-style-type: none"> ● Stagger breaks lunches and breaks to keep groups separate. ● Pupils to sanitise before going out for break/lunch. ● Zone playground (provide markers to keep groups away from each other) ● Balls and equipment can be used if kept within “group” or cleaned thoroughly between groups. <p>In the Dining hall</p> <ul style="list-style-type: none"> ● Groups are brought to dining hall at staggered times and areas are cleaned down thoroughly between groups. ● Pupils to sit with their own “group” and not mix with other groups or ● Group to sit and eat back in their classroom. ● Pupils to clear away own plates and cutlery. ● Staff working in dining hall to wash hands frequently and maintain social distancing from pupils 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

			<ul style="list-style-type: none"> • Staff supervising to stand 2 metres away from pupils and other staff. • Consider using additional serving spaces for food to prevent pinch points for example snack shack for one year group. • Pupils to have preordered food to avoid the 'waiting' time <p>General</p> <ul style="list-style-type: none"> • Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded. • Induction provided to supply staff on arrangements for managing the risk of Covid19. • School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and consequences for example social distancing, handwashing etc. 	Y Y Y Y Y Y	
Lack of social distancing in school (Continued)	Staff, pupils, visitors and family members	Illness Death	<p>General</p> <ul style="list-style-type: none"> • Staff and visitors to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. • Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping groups separate. This includes monitoring corridors and toilets at breaktimes and lunch. • Consider keeping any marking floors in corridors showing a one way system (brief transitional contact such as passing in corridor is low risk as per government guidance between groups) • Display laminated social distancing posters around the school (classrooms and corridors) • Review corridors and staircases and consider one way systems – where implemented look to maintain these. • Display signage for any one way system implemented. • In corridors fitted with automatic fire door release keep doors pinned back. • Staffroom maintain social distancing (chairs and tables should be 2m apart) • Provide other spaces for staff to have lunch social distancing (this may be an office or in their classroom, library) <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. 	Y Y Y Y Y Y Y Y Y	

			<ul style="list-style-type: none"> Consider installing Perspex barriers between staff that are closer than 2m. Maximum occupancy numbers on meeting rooms/offices. <p>School Reception</p> <ul style="list-style-type: none"> Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. 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 rather than cash which should be placed in an envelope. Implementing “drop zones” for passing materials between people including deliveries. Drivers must also have access to handwashing facilities or sanitiser. <p>Lifts</p> <ul style="list-style-type: none"> Place markers on the floor to indicate where people should stand and the direction they should face. Indicate maximum occupancy number that can use the lift. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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. Pupils will be asked to wash their hands after physical activity. Review curriculum risk assessments and include COVID19 as a hazard. Refer to specialist guidance from CLEAPSS, Association of PE. ICT suites should be cleaned using wipes after use (between groups) Classrooms to wiped down thoroughly in between any movement of children. Laptops/ipads – these should be cleaned before use and between each “group use” using disinfectant wipes. <p>PE and sports</p> <ul style="list-style-type: none"> Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

			<ul style="list-style-type: none"> Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment will be cleaned more frequently. Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	Y Y Y Y	
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 this is included in parents guide /agreement. School to refer staff and pupil for COVID19 Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Communication with parents/carers for example in parental guide/agreement 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) Loss of sense of smell or taste 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	

			<ul style="list-style-type: none"> The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. 	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. School knows contact details of Local Public Health Protection Team 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) Loss of sense of smell or taste 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. <p>Following https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. 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. 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. 	Y Y Y Y Y Y Y Y	

			<ul style="list-style-type: none"> • 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 (including the bathroom if used) 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 close if there has been 2 confirmed cases in 14 days 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 be sent home and advised to self-isolate for 7 days if they live alone and have either: • 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) • Loss of sense of smell or taste <p>or self isolate for 7 days if they live within a household. The other member of the household should self isolate for 14 days from when the symptomatic person first had symptoms.</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. • School to refer staff for COVID19 Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. 	Y Y Y Y Y Y Y	

Parents/staff refusing to get tested or provide result of the test	Staff pupils	Unknown prevalence of virus	<ul style="list-style-type: none"> • Staff only – Obtain advice from HR. • In parents and staff guide there is clear information that they must inform the school immediately of the results test. • If test negative then member of staff and pupil can stop isolating and return to school. 	Y Y Y	
Positive identified case or cases 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. • Clear school protocol and system in place for tracking and tracing pupils being unwell, who has gone for a test and result. • If positive school to contact Local Health Protection Team • Follow all advice from Public Health England and from the local Health Protection Team • The rest of the group and those in close contact may be sent home and advised to self-isolate for 14 days. <ul style="list-style-type: none"> - direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person • 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. School to provide home testing kit (if available) • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. • Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves. 	Y Y Y Y Y Y Y Y	

			<p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <ul style="list-style-type: none"> Where 2 or more conformed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice. 	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 sanitise 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"/> when they change rooms <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 every day for handwashing. This will need to be staggered in line with group breaks and lunches to avoid bottle necks in toilets. Provide sanitising stations in all classrooms. Set time aside for regular training and reminders on handwashing – Use free training and information resources such as ebug for pupils and short how to wash your hands videos 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 (smaller children). Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. Lidded bins for paper towel disposal provided. Bins emptied daily 	Y Y Y Y Y Y	

			<ul style="list-style-type: none"> Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational. 	Y Y Y	
Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example as a minimum</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	
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 individual sanitiser in classrooms 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. Remove any fabric towels (multi use) and use hand dryers or single paper towels Display handwashing posters in toilets. School behaviour policy includes expectations on handwashing, social distancing etc. Provide training to staff and pupils on handwashing (at least 20 seconds with soap). https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required. 	Y 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	<ul style="list-style-type: none"> Limited assemblies in 'groups' only and use of Google meet and video where possible Review lettings in view of government guidance – review letting risk assessments for Covid19. Limit meetings with parents for serious issues and maintain social distancing 	Y Y Y	

		resulting in illness.	<ul style="list-style-type: none"> Use Google Meet for meetings/parents evenings to prevent face to face contact. 	N	
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 their own supply of alcohol hand gel. 	Y Y Y	
Location of wall mounted gels at a height that could get into a pupil's 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 in all toilets and refill sanitiser stations. Use a daily toilet check sheet. 	Y Y	
Lack or ineffective cleaning of high contact surfaces or between groups or resources	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 and cleaning schedule in place. 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 – use parentmail to avoid finger print system <input type="checkbox"/> Keypads entries (on release during the day) except main entrance not without compromising safeguarding <input type="checkbox"/> Signing in 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 use to be limited and individual responsibility for equipment 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 	Y Y Y	

			<ul style="list-style-type: none"> <input type="checkbox"/> corridor doors hand plates <input type="checkbox"/> toilet doors, hand plates <input type="checkbox"/> classroom desks <ul style="list-style-type: none"> ● Cleaning schedule in place for <ul style="list-style-type: none"> <input type="checkbox"/> More frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified) <input type="checkbox"/> Toilets <input type="checkbox"/> Resources used between bubbles <input type="checkbox"/> Play equipment 	Y	
Lack or ineffective cleaning of high contact surfaces (continued)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<p>Clean with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> ● For bleach – as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates. ● Refresh solution every 24hrs for continued effectiveness. ● Spray onto a cloth onto high contact surfaces (see safe use of bleach guidance and COSHH Bleach template risk assessment – available to all staff) ● 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 available disposable apron, gloves (Refer to Safety Data Sheet). ● Also clean with this solution classroom sinks and taps (high volume contact surfaces). ● Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys 	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 and Template Bleach 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. • Staff should use sanitiser after handling any text books used by students • 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 and not touch their faces 	Y Y Y Y Y Y Y	
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> • Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” • Display around school “catch it bin it kill it” posters around school and remind staff and pupils. • School to support pupils (could be those with complex needs or younger children) to get this right. • Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. 	Y Y Y Y	
Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> • Follow HSE guidance on Heating ventilation and air conditioning. • Where possible ventilate the workplace using fresh air by keeping doors and windows open. • On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. • Turn off recirculating air system that circulates between different rooms. • Single air conditioning units that draw in fresh air from outside can be used 	Y Y Y Y Y	

Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> All staff informed in staff handbook and in training that they must provide reason for illness when reporting absence All pupils informed in parents guide and in form time that they must provide reason for illness Symptoms to report as potentially covid19 as per Public health guidance are clear Protocol in place for recording pupil and staff absence and signposting them. Protocol also checks on result of test. When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace. School will retain copy of all timetables, registers, and staff in close contact for each term. 	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 self isolating will not be penalised for non-attendance Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools Staff individual risk assessment completed for staff concerned about risk to support them into work. 	Y Y Y	
Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> In staff handbook the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. School to seek advice from HR if they refuse to participate. 	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"> During the first week back in September “parental agreement” in place that sets out the requirement for self-isolation and participation in testing and track and trace. Included in Home school agreement. 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 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"> • School to follow current government advice – No foreign or overnight trips in the UK. • Risk assessment process in place for reviewing UK based day trips in Autumn term. 	Y	
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> • Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. • PE days –allow pupils to wear kit on this day. 	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 review and update pupil risk assessment 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	
Wrap around care	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> • Review wrap around care and reopening this provision – risk assessments reviewed for any third part provider. • Try and keep the “groups” the same as the day bubbles but if not limit size and try and maintain consistency. • Parents informed to limit the use of different wrap around care providers. 	Y	
Transport	Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> • Liaise with LA and private transport companies to establish new arrangements for “groups” to travel together where possible or keep this consistent. • Establish arrangements for <ul style="list-style-type: none"> <input type="checkbox"/> Use of sanitiser upon boarding and/or disembarking <input type="checkbox"/> Queuing and boarding <input type="checkbox"/> Distancing vehicles where possible <input type="checkbox"/> Use of face covering (pupils aged over 11) 	Y	

			<ul style="list-style-type: none"> Public transport – work with partners to stagger start time so travel is out of peak hours 	Y	
Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<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). Cleaning products suitable for use on viruses. Catering provider to follow government guidance on reopening a food business and provide copies of Covid 19 risk assessment. In house catering put complete Covid19 risk assessment Review screening requirements for staff at til point etc. 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. Information on schools' arrangements for managing risk from COVID19 shared with contractors. 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. Contractors to provide risk assessments and method statements for their works that include COVID19 Schedule an evacuation – fire assembly point reviewed for social distancing. 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. Bins are emptied in classrooms and offices daily. 	<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>	

			<ul style="list-style-type: none"> Sufficient and consistent supplies of cleaning materials suitable for COVID19 and PPE. 	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 in groups that can ensure social distancing</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 <u>Promoting good respiratory hygiene “catch it bin it kill it”</u> Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing. 	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 (to be reviewed each day and considered as part of staff rota). 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. 	Y Y Y Y Y	

			<ul style="list-style-type: none"> First aider and those administering medication to maintain social distancing where possible. <p>Personal care</p> <ul style="list-style-type: none"> Staff providing personal care should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) 	Y	
				Y	
<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</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> <ul style="list-style-type: none"> Staff who working from home – guidance provided on working from home and secure information complying with GDPR. 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 google meet. Pregnant staff– update their pregnancy risk assessment if returning into work after the 1st August. Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. Consider virtual staff meetings using technology so staff can still feel part of a team Identify staff that live on their own and ensure they have an allocated ‘buddy’ 	Y	
				Y	
				Y	
				Y	
				Y	
<p>Stress and mental health</p> <p>Parents and pupils anxious about returning to school</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p>	<ul style="list-style-type: none"> Clear communication to parents on returning to school and how this will be managed. Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff. Additional pastoral support provided to pupils. 	Y	
				Y	
				Y	

Staff working long hours delivering face to face as well as setting work for those pupils at home		Resulting in time of work/school Increase in absenteeism and Presentism	<ul style="list-style-type: none"> • 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 (those isolating or working from home due to lockdown). • Regular updates to parents via the weekly bulletin on safety measures in place 	Y 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, dealing with a suspected case of COVID19 and personal care. • School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors). • Where Staff and pupils chose to wear their own face covering in school – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment. • Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering. • Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left handing around anyone's neck. 	Y Y Y Y	
Any other hazards			<ul style="list-style-type: none"> • 		

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"> During the first week back in September “parental agreement” in place that sets out the requirement for self-isolation and participation in testing and track and trace. Included in Home school agreement. 	All tutors to provide agreement to pupils IEV/VLo	8/09/20	14/09/20	Low
<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. 	Information to go out in the weekly bulletin prior to any possible ‘lockdown’ IEv/VLo	Friday before the announcement of lockdown		Low
<ul style="list-style-type: none"> Use Google Meet for meetings/parents evenings to prevent face to face contact. 	IEv to be discussed by SLT	22/09/20	28/09/20	Low
Reviewed by: Signature: Ian Evason	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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.

Guidance

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

Full opening of schools in September

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

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: 8.7.2020