



Part: 2 Distribution and revision

Risk Assessment

Part: 1 General Detail

Work activity	Re-opening of schools	Area of work	
Department	CJCS - Education	Section	
Manager		Risk assessor(s)	

	Name:	Date:	Reason for review	Revision No.
Submitted by:	T Gibson	May 20		0
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Submitted by	D Crannage	1 st March 2021	Updated Guidance	3
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Submitted by	D Richardson	2 September 2021	Updated Guidance	5
Approved				

This risk assessment template can be used to help premises and activity controllers to develop a specific risk assessment in relation to COVID-19. Below is a risk assessment template with a list of potential hazards and suggested risk control measure. The items listed below are not fixed or exhaustive and the risk assessor is advised to add or make changes where required. Using the template the assessor is instructed to work through the list and identify any existing controls that are already in place; describe how additional controls will be introduced, using the prompts; and evaluate the remaining risk level, using the risk calculation matrix.

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking. People can also become infected by touching infected surfaces and then touching their face. Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

When risk assessing for COVID-19:


- identify what work activity or situations might cause transmission of the virus;
- think about who could be at risk;

Likelihood↓	Severity →				
	Insignificant	Minor	Moderate	Major	Catastrophic
Remote					
Unlikely					
Possible					
Likely					
Highly Likely					

Use the matrix to assess the level of risk.

1. Look at the likelihood and the severity
2. Identify the level of risk
3. Apply the appropriate control measure from the action/control measure box.

Control Measure	
Trivial Risk	No actions needed- operation can continue, continued improvement is essential
Tolerable Risk	Improvement actions are required, operation can be carried out but with additional precautions
Moderate Risk	Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented
Unacceptable risk	Operation must not be started/continued and improvement action must be implemented before operation is started/continued

Remote	<div style="text-align: center;">  </div>	Insignificant	Minor injury
Unlikely		Minor	Minor injury (requiring first aid)
Possible		Moderate	RIDDOR reportable moderate injury that results in an absence of 7 days or more
Likely		Major	RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.
Highly Likely		More Likely to occur	Catastrophic

- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
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Close proximity of people within the school grounds and not maintaining social distance measures	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Staff will be advised to keep social distance (2 metres apart) from other persons where possible via email, via assembly, SLT reminder, markings. Clear signage to be displayed around the school grounds to advise people to maintain social distancing when dropping off /collecting pupils. Staff will be informed to keep positioning arrangements when talking to others on the school grounds –Where possible the maximum amount of school entrances and exits will be used to minimise contact between people and groups when entering and exiting the building Signs will be placed to inform that entrances and exits 	Moderate Risk	<ul style="list-style-type: none"> All information and arrangements will continue to be communicated with parents/carers via the website, SchoolCal, Facebook, instagram, Twitter, Newsletter, letter and phone calls. A map of how pupil will enter the school via identified entrances will be available and shared with staff, pupils and parents/carers Pupils will wear a coloured lanyard to identify their Year Group and avoid cross-contamination Outside areas will be zoned for each Year Group and identified bubbles. Pupils will be monitored by staff Parents or carers will be expected to provide their child with a mask if they are using the school bus or public transport. If the transmission rate of covid 	Tolerable Risk

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			<p>must be kept clear at all times</p> <ul style="list-style-type: none"> • Signage will indicate only 3 person in reception area at any one time. • Where possible staggered start and end times will be maintained to reduce interactions between groups • Year groups bubbles will be maintained when entering the school and using the school grounds – for information on bubbles see the Groups section • Parents will be advised to maintain social distancing if they are invited onto the school ground • Clear signage to be displayed around the school grounds to advise people of the should to maintain social distancing when dropping off /collecting pupils. • Pupils and staff must wash 		<p>increases then the school may request pupils wear facemasks in school unless they are exempt from doing so.</p> <ul style="list-style-type: none"> • Temporary/disposable face coverings will be disposed in a closed bin 	

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			their hands immediately on arrival at the school			
Close proximity of people within the school premises and not maintaining social distance measures	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<p>Contact between individuals will be minimised and social distancing will be maintained wherever possible using the following arrangements:</p> <ul style="list-style-type: none"> • Year Group bubbles will be maintained • Year Group bubbles interactions will be kept to a minimum • Staff will be informed to keep social distance (2 metres apart) from other persons where possible. • Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side • Where staff cannot maintain social distancing measures, such as delivering first aid, risk mitigations measures 	Moderate Risk	<ul style="list-style-type: none"> • All information and arrangements will continue to be communicated with parents/carers via the website, SchoolCal, Facebook, Twitter, Instagram Newsletter, letter and phone calls. • Pupils will wear a coloured lanyard to identify their Year Group and avoid cross-contamination • The school has been zoned out to identify coloured “year bubble bases” - this matches the coloured lanyards. Pupil lockers will be in these zones • Classes will be set up with pupils facing forward in rows • A “live marking desk” will be distanced at the side of the 	Tolerable Risk

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			<p>should be used.</p> <ul style="list-style-type: none"> • Staff will be informed to avoid close face to face contact and minimise time spent within 1m of anyone • PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids 		<p>room with hand sanitizer</p> <ul style="list-style-type: none"> • Pupils are encouraged not to bring items in to school (all equipment will be provided). Coats and bags if brought in, will be kept in the pupils locker • Pupils toilets will be monitored and cleaned regularly • First aid procedures have been reviewed to ensure all are carried out in line with infection control and social distancing where possible. First aiders have a PPE pack. Where possible, first aid to be administered in Student Services. Medication to be securely stored and administered from the main office. Medical Room for Covid emergencies in line with 	

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					<p>guidance from the LA</p> <ul style="list-style-type: none"> • Arrangements for maintaining pupil staff ratios – staff PPA will be maintained. Class sizes will be no more than 31 • Support for vulnerable children and those of key workers is maintained as all pupils are expected to attend school. Additional support on-line and via home visits will be put in place as required • Staff who are working in close proximity with identified pupils will wear appropriate PPE as per the individual risk assessment and IEP • Areas of the school have been remodelled to support social distance, as described above. 	

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					<ul style="list-style-type: none"> Staff with mobility issues will be able to use the lift following a strict protocol. 	
Potential spread of infection	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> All visitors must report immediately to reception (visitors must make an appointment first) All visitors will complete a Covid questionnaire Inventory will only be used via fobs or id cards; the Inventory screen will be used with sanitised pens provided - visitors should be discouraged but if need to attend, e.g. contractors, they will be signed in by site staff. All approaches to external entrances should be marked to facilitate social distancing. All entrances should have a staff presence during pupil entry. Corridor fire breaks to be held open using electronic 	Moderate Risk	<ul style="list-style-type: none"> Lunchtimes will be staggered and on a rota which is shared with pupils and staff Cash will only be handled for bus tickets. This will be at a specific time and staff must wear gloves when collecting these monies Children with complex needs who may struggle with respiratory hygiene, will have an identified member of staff to support them and an additional risk assessment Pupils will be escorted into the building and will go directly to their base; after sanitising; hand washing will be on a rota at the start of the day Additional waste bins with 	Tolerable Risk

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			<p>door closers where possible</p> <ul style="list-style-type: none"> Classroom doors which are not fire doors to remain open, this will also assist with ventilation. Classroom doors which are fire doors will be held open by the teacher when the class enters and leaves the room; they must be closed at all other times. Windows should be open to ensure ventilation. Doors will remain closed for any room not in use. Classroom windows to be partially open to allow natural ventilation. Ventilation systems which recirculate internal air should not be used. Contact sports will be avoided if NGB return to play roadmaps have not been cleared by government 		<p>lids to be made available in each teaching area so as to reduce the necessity of pupils to move around the teaching area.</p> <ul style="list-style-type: none"> Staff and pupils who are extremely clinically vulnerable and clinically vulnerable will be assessed and appropriate safety measures will be put in place in liaison with that person and dependent upon their role Staff with mobility issues who need to use the lift, will wear a face mask whilst in the lift, and will wipe down any touch points. Lateral Flow Device Testing (LFD) Home Testing kits are available for pupils attending school. Staff and Pupils are 	

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			<ul style="list-style-type: none"> Activities involving shared equipment to be risk assessed Hand washing routines are built into daily timetable – posters and videos are shared with pupils and staff. Hand sanitisers in key positions and in all rooms along with tissues – catch it, bin it, kill it slogan shared Additional cleaning products will be kept by the site team who will regularly check throughout each day and replenish stock. The flow of traffic around school is a one-way system, holding open non fire doors to reduce the need of touching door handles (taking in to account fire safety) .Entrances can be used as exits at the end of the school session (they 		<p>encouraged to test every 3-4 days at home and record the results on the school link and government website. If a positive result is received then they must stay at home and a PCR confirmation test should be taken.</p>	

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			<p>must not be used at any one time as both entrances and exits)</p> <ul style="list-style-type: none"> • Those who are unwell are instructed to stay at home – the controls for those who develop symptoms will be followed • PPE is provided as required and PPE controls will be followed • Staff and visitors will be advised to wash their hands on arrival • Robust hand washing measures will be continued and reinforced • Pupils will clean their hands regularly including: <ul style="list-style-type: none"> ○ On arrival at school ○ When changing rooms ○ Before and after eating • Hand wash/sanitiser stations 			

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			<p>are available throughout the school for staff, pupils and visitors</p> <ul style="list-style-type: none"> • Arrangements are in place to ensure that equipment brought from home will be kept to a minimum • Reinforcement of Catch it, Bin it, Kill it – staff will remain vigilant and will help children where required. Pupil packs contain tissues • Restrictions on possessions being brought in from home to packed lunches and PE kits • Shared equipment is reduced and any shared equipment will be backed up with cleaning procedures – such as wipes for photocopiers • Frequently touched surfaces to be sanitised periodically with a suitable cleaner or antiviral wipe, or other 			

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			<p>suitable products as available. (Computers, keyboards, photocopiers)</p> <ul style="list-style-type: none"> • Where computer headphones are to be used, the set should be specific to the user and not shared. A user's equipment should be labelled for easy identification. • Roger pens will be cleaned after each staff user. • Cash handling is kept to a minimum and cashless payment utilised where possible • Pupils on cycles should store cycles at least two metres apart. This will be marked out in cycle sheds with notices identifying only 1 person in at any one time – this will be monitored by staff. It may be necessary to open additional cycle sheds to allow this. 			

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			<ul style="list-style-type: none"> • Repairs/Maintenance are to be conducted outside of pupil hours wherever possible. · • Contractors should be on site through prior arrangement, and have risk assessed their activities in relation to the Covid-19 virus · • Deliveries are to be left in the STEM entrance area by delivery drivers. Delivery drivers should not enter the building beyond the agreed point. Deliveries are not to be signed for. · • Kitchen deliveries to be delivered directly to the Kitchen entrance. • Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity. · • Staff and parents/carers to report any symptoms of Covid-19 that they may/or 			

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			<p>anyone in their household have shown</p> <ul style="list-style-type: none"> • Headteacher to remind staff and parents/carers via SchoolCal, social media, websites, newsletters of the above • Staff and pupils displaying symptoms of Covid-19 will not be allowed into school as per government guidelines • Headteacher to be informed of staff or parents/carers concerns • Headteacher to be informed of any staff member presenting symptoms for Covid-19. Staff are encouraged to self-refer to the testing centres • Pupils to be briefed regularly about social distancing and the importance of hand washing • Alcohol sanitiser gels and 			

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			tissues to be made available in all teaching areas. Staff to advise the site team if additional tissues/sanitising products are required.			
Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas	Staff Pupils Contractors Visitors	Risk of infection and spread of infection of COVID-19.	<p>infections - The school must contact Hartlepool Borough Council promptly on 01429 523733</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell & taste) in an education setting they must be sent home and advised to follow the governments latest guidance</p> <p><i>Procedures to follow if a person is symptomatic in school are in the next column</i></p> <ul style="list-style-type: none"> <u>All site users will be instructed not to attend site if they have symptoms</u> 	Moderate Risk	<ul style="list-style-type: none"> If a child becomes unwell with Coronavirus symptoms (a new and continuous cough, high temperature or anosmia (loss or change in normal taste or smell) then they will be immediately isolated in the Medical Room with the door closed and window open. The LA guidance procedures will be followed. These can be found in the 1.Covid-19 folder on the shared area. If more than one pupil from separate bubbles presents with symptoms, then the Main Reception Conference Room will be used. Visitors should not be permitted to 	Tolerable Risk

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			<ul style="list-style-type: none"> The individual cannot go straight home they will be moved to a ventilated isolation room – supervision will be provided if required A separate bathroom will be used for anyone who becomes symptomatic - the accessible toilet outside G76 will be used. PPE will be provided for staff to use if close contact is required – see PPE section for PPE use Staff assisting someone who is unwell or cleaning the area after use will be instructed to clean their hands for 20 seconds The classroom/area where the person become unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant. 		<p>use the meeting area in this instance. The “patient” will be required to wear a face mask.</p> <ul style="list-style-type: none"> Attending staff (where required) will wear the PPE provided, mask, visor, gloves and apron, and provided with instructions on the safe use and disposal (please see the PPE section of the risk assessment). Temperature checks will be done with the non-contactable scanner Parents/carers will be contacted immediately to collect the pupil. Any siblings will also be isolated and sent home for the appropriate time as per guidance. The room will be locked and deep cleaned once the child has left the building. Do not 	

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			<ul style="list-style-type: none"> In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler. Staff and pupils will be advised to order a test immediately at https://www.nhs.uk/conditions/coronavirus-covid-19/ or call 119 Results: if the test is positive, staff and pupils must complete the remainder of the self-isolation period If the test is negative then the staff and pupils can return to school after 10 days after symptoms or from a positive LFT. If someone tests positive they will be required to continue to self-isolate for 10 days from the start of symptoms and only return to 		<p>enter Covid clean required sign will be on the door.</p> <ul style="list-style-type: none"> The room(s) where the child and sibling as appropriate, had been will be locked and signage on the door for clinical sanitizing and deep cleaning. Staff and pupils will be moved to the timetabled reserve room as allocated on the rota. Disposable cleaning materials should be used, and cleaning staff should use gloves and aprons. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Any waste generated in an isolation area from students with flu-like symptoms to be double bagged, labelled with the pupils name and stored 	

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			<p>school if they no longer have symptoms other than a cough or anosmia</p> <ul style="list-style-type: none"> • If the person tests positive for coronavirus the NHS test and trace will contact the individual via email or text to instruct how to share details with people they have had contact with. Public health team will also contact school • The NHS will contact persons or the parents and guardians of a person under 18 and will advise them to self-isolate for 10 days. • The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation • The school should be contacted by the parent/carer 		<p>in accordance with government guidelines.</p> <ul style="list-style-type: none"> • Pupils and staff will hand wash and the room will be deep cleaned. Parents of the pupils and the staff involved will be informed of the potential covid case. Parents will be reminded to take the child for PCR testing. • Regular contact is maintained with parents/carers to ensure emergency contact details are up to date. If the parent or carer cannot be contacted immediately or if the alternate contact cannot collect due to shielding etc, then the school will monitor the child whilst contact is established. If their condition deteriorates then the first aider will call 999. 	

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			or member of staff no later than 24 hours after the person has been sent home for an update regarding the test and results and the persons welfare.		<ul style="list-style-type: none"> • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms or the person tests positive. Staff should be encouraged to go for testing if the child has not been taken for a PCR test if they display symptoms. • Public areas that a symptomatic person has passed through should be cleaned as normal • Parents will be informed by letter that a person with symptoms has presented at the school. • All site users should be advised not to attend the school if they are displaying symptoms of coronavirus • Those who have been in contact with a person with 	

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					<p>symptoms, but is not displaying symptoms themselves do not have to self-isolate; however, they must be advised to:</p> <ul style="list-style-type: none"> ○ Avoid individuals who are at high risk, from pre-existing medical conditions ○ Take extra care in social distancing and hygiene measures <p>Adhere to any advice issued from the NHS test and trace team</p> <ul style="list-style-type: none"> • PCR tests can be provided by school where necessary <p>Pupils or staff receiving a positive home test will inform the school and self-isolate for 10 days</p>	
Site user tests	Staff	Possibility of	Hartlepool Borough Council	Moderate Risk		Tolerable

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positive for COVID-19	Pupils Contractors Visitors	infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services.	<p>has produced an outbreak guide for schools to follow the guide includes a single point of contact to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523733 if they are made aware of a confirmed case. The guide is saved on the shared area and on All Staff Teams</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> The local health protection team will carry out a risk assessment to confirm who has been in close contact with an infected person <p>Based on the advice from the health protection team, those people who have been in close</p>			Risk

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			<p>contact with the person who has tested positive will be sent home and advised to self-isolate for 10 days from the period of direct contact.</p> <p>Close contact is defined as:</p> <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 • A template letter has been provided by Hartlepool 			

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				Unacceptable Risk		Unacceptable Risk
			<p>Borough Council to send to parents and staff– the health protection team will provide advice on who should be sent home and who should be notified.</p> <p>Household members of those sent home will be advised not to self-isolate unless they or someone in their household develops symptoms</p>			
Wider outbreak			<ul style="list-style-type: none"> If the school has five or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected the school will notify the local outbreak management team and will follow all advice given <p><i>The local outbreak team plan is on the Hartlepool intranet</i></p>	Tolerable risk	<ul style="list-style-type: none"> Business impact assessment has been completed in relation to wider closures Risk assessments for vulnerable pupils have been completed in the event they need to be sent home to self-isolate Covid-19 School Outbreak Team – SLT, EEs, DWa 	

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				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
Lack of information for testing and tracing purposes			<ul style="list-style-type: none"> The details of visitors within the school premises will be recorded and retained for 21 days, visitors include contractors, parents attending meetings or anyone visiting premises who has been in contact with another person Detailed records of staff and pupils who are part of the LFD Testing will be kept. Regular communication with parents/ carers via calls to maintain updated information about pupils who may have Covid but not attending school 	Tolerable risk		
Fire and alarm systems	Staff Pupils Contractors Visitors	Resulting in burns. Injury or death	<ul style="list-style-type: none"> Fire doors must not be held open, if they are to be held open a hold open device that releases the door on the alarm sounding must be used 	Tolerable Risk	<ul style="list-style-type: none"> Arrangements for weekly fire alarm testing and cyclical maintenance are as per requirement and documented by Senior Site Supervisor. 	Tolerable Risk

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			<ul style="list-style-type: none"> Fire evacuation procedures will be reviewed and updated where necessary and communicated to staff Social distancing and group separation is not required for during emergency evacuation <p>When safe to return to the school groups will be organised, separated and reoccupying will be socially distanced</p>		<ul style="list-style-type: none"> points required at this point. Fire evacuation arrangements have been shared with staff and are saved on the shared area in the 1.Covid-19 folder – fire drill to be carried out Pupils will be led back into the building observing 2m distance and in silence when it safe to do so If there is a 24 hour monitoring system for alarms the company should be instructed of any changes to operating hours. 	
First Aid	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> The school will Identify and review risk assessments for children who may have a particular needs, in relation to first aid. <p>An assessment will be conducted for pupils who may</p>	Moderate Risk	<ul style="list-style-type: none"> First aid arrangements are as per guidance during covid-19 outbreak. All first aiders will have their own PPE and PPE will be available in designated first aid room – Student Services The Medical Room has been 	Tolerable Risk

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			pose an additional risk, including those who require direct care or support		<p>re-located to STEM – first aid will not be administered her, only medication</p> <ul style="list-style-type: none"> Identify and review risk assessments for children who may have a particular need, in relation to first aid. Assess pupils who may pose an additional risk, including those who require direct care or support Medical room will be used for Covid patients and medication will go into the Main Office. Student Services will be used for all other medical issues. Student Services will be wiped down after use and deep cleaned each day. Medical room will be cleaned as detailed above. 	
Incomplete or inadequate	Staff Pupils	Possibility of infection,		Moderate Risk	<ul style="list-style-type: none"> A review of all inspections and thorough examination 	Tolerable

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Premises management checks	Contractors Visitors	injury, fire, explosion or loss			<p>and testing for building systems should be undertaken. Ensure that arrangements are still in place and up to date for:</p> <ul style="list-style-type: none"> • Gas safety • Fire safety • Kitchen equipment • Lifting equipment (LOLER) • Hot and cold water systems (legionella) • Ventilation • Kitchen equipment • Security and access systems • Powered systems such as gates, roller shutters <p>A log of daily, weekly and cyclical tests is kept by site staff when checking all systems and building; any issues or faults remedied.</p>	Risk
Cleaning arrangements	Staff Pupils Contractors	Possibility of infection of Covid19	<ul style="list-style-type: none"> • Enhanced cleaning is in place from HBC, including: Additional cleaning of rooms and 	Moderate Risk	<ul style="list-style-type: none"> • All areas used are currently deep cleaned at the end of the day 	Moderate Risk

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	Visitors	which may lead to ill health or death	<p>areas that are shared by different groups Frequently touched surface will be cleaned on a regular basis</p> <ul style="list-style-type: none"> HBC Cleaning procedures and risk assessments have been shared with the school and are checked by site staff Toilets will be cleaned regularly Robust measures will be in place to encourage pupils to wash their hands after using the toilet Government guidance on cleaning will be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Cleaning materials, such as disposable cloths and wipes will be disposed in lidded bins <p>Isolation rooms that have been used as holding rooms for</p>		<ul style="list-style-type: none"> Staff inform cleaning staff of the rooms and areas in use that day Schedule of deep cleaning has been completed throughout the building and doors locked Stocks of essential items to be closely monitored by the site team (toilet rolls; soap; santiser etc). Concerns to be discussed with Headteacher/SLT. Cleaning requirements such as hours and access are agreed as per need Additional cleaning of hard surfaces and equipment will follow a wipe in and out system for multi touch areas, such as printers, entry systems. Teaching staff will wipe down surfaces throughout 	

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			<p>anyone with symptoms will be deep cleaned, those cleaning the room will be issued with appropriate PPE</p> <ul style="list-style-type: none"> • Home LFT Testing is available for all cleaning and kitchen staff 		<p>the day</p> <ul style="list-style-type: none"> • Stocks of cleaning materials will be checked and maintained daily – available from local supplier and stored in a labelled cupboard in school • Site staff will remove equipment and other items to minimise the spread of infection – removing soft furnishings and items that cannot be cleaned • Arrangements for cleaning rooms that have been used as holding areas for anyone who has displayed symptoms on school premises are described above <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-</p>	

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					decontamination-in-non-healthcare-settings	
Handwashing and personal hygiene	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> An adequate provision of hand washing areas and hand sanitiser stations are in place and are appropriately located near to entrance and exits Staff pupil and visitors will be reminded to wash their hands before leaving home; on arrival at the premises; before and after breaks; before and after lunch time; before and after handling any articles or substances. Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing Hands must be dried 	Moderate Risk	<ul style="list-style-type: none"> Sanitisation stations with appropriate signage set up at all entrances and around the school site. All persons advised to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building, frequently throughout the day, especially before and after eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off using a tissue or paper towel. Sanitisation stations are set up with appropriate signage 	Moderate Risk

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			<p>properly</p> <ul style="list-style-type: none"> Staff and pupils will be continuously reminded not to touch their face <p>“Catch it, Bin it, Kill it” approach will be reinforced across the school</p>		<p>at entry points into the building, dining area and further areas around the school</p> <ul style="list-style-type: none"> Staff pupil and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling any articles or substances. Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing Hands must be dried properly – consideration should be given to using disposable hand towels and not hand driers. Staff and pupils will be 	

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					<ul style="list-style-type: none"> reminded not to touch their face Pupils and staff are reminded of the “Catch it, Bin it, Kill it” approach Posters around school to reinforce the message 	
Alcohol gel hand sanitiser	Staff Pupils Visitors	<p>Possibility of infection of Covid19 which may lead to ill health or death</p> <p>Skin inflammation or burns</p>	<ul style="list-style-type: none"> Hand washing with soap and water will be used in preference to hand sanitiser. If used alcohol-based hand sanitiser must only be used by children and young people under close supervision. Alcohol based hand sanitiser will not be used or applied near to open flames or sparks such as kitchens or hot works Hand sanitiser will be stored safely and away from sources of ignition 	Moderate Risk	<ul style="list-style-type: none"> Hand washing with soap and water should be used in preference to hand sanitiser. Alcohol based hand sanitiser must only be used by children and young people under close supervision. Alcohol based hand sanitiser should not be used or applied near to open flames or sparks such as kitchens or hot works Hand sanitiser stored safely and securely in site team store room away from sources of ignition Hand sanitiser should have a 	Tolerable Risk

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					suitable COSHH assessment which is displayed and shared with staff.	
Inadequate provision and use of Personal Protection and PPE	Staff Pupils Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn: <ul style="list-style-type: none"> ○ A fluid resistant face mask ○ Disposable gloves ○ Disposable apron ○ A face shield or eye protection is there is a risk of coughing, spitting or vomiting • Guidance on wearing and acquiring PPE is communicated to all staff • Staff are be instructed that wearing gloves should not be 	Tolerable risk		Tolerable Risk

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			<ul style="list-style-type: none"> substituted for handwashing • PPE will be provided for direct care in line with PHE guidance • Staff must wear PPE when dealing with suspected cases of COVID • PPE donning and doffing PHE guide note will be issued to staff • PPE donning and doffing guide note • PPE stocks will be counted on a regular basis to ensure that there is an adequate supply • Safe working in education childcare and children's social-care including the use of personal protective equipment PPE 			
Poor mental wellbeing of	Staff Pupils	Acute or long-term	<ul style="list-style-type: none"> • PSHE activities available on TEAMS 			

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staff and pupils		mental distress	<ul style="list-style-type: none"> • Newsletter & social media support for mental health & wellness • Support & sign posting for parents & carers • Ongoing multi-agency working with pupils & families via CAMHs & CHUB, Elsa's and Alliance • Weekly staff update • Staff KIT and SLT monitoring of staff well being • https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus- 			

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			covid-19-outbreak <ul style="list-style-type: none"> • Mental wellbeing support measures, services and resources in place. • KWELL website provides online counselling and support to the children's workforce for any staff who need support during this crisis https://www.qwell.io/ <ul style="list-style-type: none"> • Regular contact via phone and email to staff during absence • Regular contact via phone to pupils and families 			
Violence and aggression toward staff or other parents	Staff Pupils	Work related stress or distress. Injury from	<ul style="list-style-type: none"> • Positive behaviour reinforcement and routines reduce likelihood of violence or aggression • Safeguarding staff 			

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		<p>physical violence</p> <p>Possibility of infection of Covid19 which may lead to ill health or death</p>	<p>available at all times</p> <ul style="list-style-type: none"> Staff wellbeing monitored & work-related stress discussed at KIT This is detailed in the School's Behaviour Policy and Exclusion Policy, including an additional appendix for Covid-19 unhealthy behaviours A programme of safeguarding CPD undertaken by all staff to ensure any concerns are identified and reported 			
Unaccounted absentees	Pupils, vulnerable children or young people	Safeguarding risks, pupil welfare	<ul style="list-style-type: none"> Vulnerable pupils (Red/Amber) are contacted daily Regular liaison with key school worker and social worker Where families cannot be contacted home visits will occur by DSL or 		<ul style="list-style-type: none"> Attendance measure are put in place to monitor persistent absentees to avoid safeguarding issues and children becoming missing in education. Daily review of absenteeism Welfare officer to conduct 	

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			<ul style="list-style-type: none"> Safeguarding Team Records of all calls/contact are maintained on CPOMS. Weekly review of calls/contact Attendance & engagement in learning monitored 		targeted home visits	
COVID related, affected or indirect risks	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Support for mental and emotional wellbeing are part of the school recovery programme and wellbeing activities Remote ELSA/SEND & vulnerable pupil support FSM provision Increase in domestic violence is monitored via Operation Encompass & CPOMS 		<ul style="list-style-type: none"> Working practices will be reviewed for staff who have to provide childcare for children that have been sent home from other schools or childcare provisions due to an outbreak 	
Risks to education delivery	Pupils		<ul style="list-style-type: none"> All children are required to attend school Learning delivered face to face and on TEAMS 		<ul style="list-style-type: none"> Staff have prepared a "blended learning" curriculum to support the 	

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			<ul style="list-style-type: none"> Laptops & internet access provided to identified pupils Workbooks and paper resources also provided as needed. Monitoring of learning in place Exploration of recovery curriculum content and place. 'Face- to face support as required, for remote learning' for all pupils scheduled via TEAMS. Dynamic response to government directive of wider school opening Monitoring of learning to support pupils who are not engaging s to reduce any barriers to learning and prevent learning loss. 		<p>catch-up initiative. This can also be put in place if the school is forced to close</p> <ul style="list-style-type: none"> Lessons can be taught remotely if required All work will be on Teams for pupils to access 	

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Pupils behaviour on the return to school prevents social distancing or appropriate infection control	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • A FAQ, is published publicly to detail expected behaviours for pupils at school • The behaviour policy has been revised - Appendix 8 of the Pupil Discipline & Behaviour policy provides further guidance on this matter. 		<ul style="list-style-type: none"> • Communication regarding social distancing and hygiene to parents and children should be clear. • Communication on social distancing and hygiene designed to be audience appropriate and shared on various platforms. Using Newsletters, SchoolCal, Social media letters & website to communicate with parents & student friendly signage and reminders • Proactive information sharing with pupils; clarity of expectations and signage to secure responsible & safe behaviour • Monitoring of social distancing should be a continuing process, and all issues, wherever possible will be dealt with so that 	

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					social distancing can be enforced.	
Outside areas including play equipment and play furniture	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Outdoor equipment will not be used unless it is appropriately cleaned between groups of children Multiple groups do not use play equipment simultaneously. If outdoor equipment is used it will be used by groups and will be cleaned before use and between groups. If outdoor furniture or play or equipment, such as a trim trail is to be used, all hand holds and grips must be dried after cleaning to reducing slipping Outdoor areas can still be used for exercise but year group bubbles must be maintained 	Moderate risk		Tolerable Risk

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Travel to and from school	Staff, pupils	Possible risk of infection from : · Use of public transport			<p>This is largely out of the control of the school. Staff can ·</p> <ul style="list-style-type: none"> • Advise/remind pupils about social distancing and the importance of hygiene · • Advise parents/carers of good practice via school's web pages, SchoolCal, social media and letters home · • Encourage pupils to walk rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic · • Advise parents/carers about current guidance regarding the use of masks on public transport so that an informed decision can be made by parents/carers • , so that appropriate social distancing measures can be 	

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					implemented.	
Driving for work/ transporting children	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • Were possible vehicles will only be used by one person • Vehicles will not be shared where possible • Vehicles will be provided by the school where possible • Car seats will not be removed and placed into multiple vehicles were possible, if a car seat is to be moved to an additional vehicle it will be cleaned with disinfectant – which will be supplied by the school • If vehicles have to be used by one or more persons a distance of 2m will be maintained • If 2m distance cannot be maintained the following measures will be observed: <ul style="list-style-type: none"> ▫ Handwashing will be carried out before entering the vehicle and on arrival at the 	Tolerable risk	<ul style="list-style-type: none"> • <i>Guidance from Government and Transport will be followed</i> 	

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			<ul style="list-style-type: none"> destination <ul style="list-style-type: none"> ▫ Hand sanitiser will be provided for additional hand sanitising where hand washing is not available – see hand sanitiser controls • Hand sanitiser will not be left or stored on the dashboard of the car as this poses a fire risk – where possible hand sanitiser will be stored in a glove box • Touch surfaces inside the vehicle will be wiped before and after use using disinfectant cleaner • Travel time and time in the vehicle will be as short as possible and will only include travel to and from the destination • Side to side positioning for people in the vehicle and distancing will be maintained where possible on the back 			

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			<ul style="list-style-type: none"> seats or bench seats • Ventilation will be encouraged by means of open windows • Wearing of a face covering when travelling in multiples when social distancing cannot be maintained • Face covering and masks will be removed before entering the school building – see PPE controls • The transporting risk assessment will be reviewed to ensure compliance • If a child becomes unwell the driver will assess if the car needs to be stopped or the child driven to safe place – the controls for symptomatic persons will be used • For any spilt fluids the car must be deep cleaned and appropriate PPE worn – see PPE controls • Travel records of drivers, 			

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			assistants and passengers will be maintained for test, track and trace purposes			
Visitors and contractors	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> All visitors and contractors will be provided with site rules and will be advised to use hand sanitiser or handwashing areas Visitors will be kept to minimum and will only be permitted if essential Contractors visiting site will provide a risk assessment before work can commence, the risk assessment will have to include infection controls Contractors will be isolated where possible and will not mix with groups – contact between individuals should be kept to a minimum and social distancing should be maintained. Those visiting site to carry out direct care or support will 	Tolerable risk		

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			<p>not mix across bubbles and social distancing will be maintained where possible.</p> <ul style="list-style-type: none"> If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment 			
Deliveries	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Contact with delivery personal will be kept a minimum and social distancing will be maintained Where possible a pick-up and drop off point will be established away from occupied areas. This will be the STEM entrance Electronic paperwork will be encouraged for signing deliveries in and out Where possible single or consistent groups will be used for deliveries Deliveries will be planned outside of school hours where possible 	Tolerable risk		

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				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<ul style="list-style-type: none"> Deliveries will be left for the required period of time where possible, and will be handled using gloves. Handwashing and sanitisation will also happen after deliveries are handled 			
COSHH	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> COSHH assessments will be reviewed and revised for any additional items brought onto site 	Tolerable risk	<ul style="list-style-type: none"> COSHH assessments will be reviewed on a regular basis and when any updates are received 	
Ineffective risk controls/monitoring performance	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> The health, safety and risk team will conduct an inspection of the school during the Autumn term to ensure all controls are in place and working effectively The risk assessment will be reviewed periodically to ensure that risk controls are effective An internal check list will be 	Tolerable risk		

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			used to conduct periodic checks are in place			
Infection risks during physical activity in school	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Sports equipment will be thoroughly cleaned between each group use Contact sports will be avoided if NGB return to play roadmaps have not been cleared by government Outdoor activities will be prioritised Indoor activities will have thorough cleaning and hygiene procedures and social distancing will be maintained and maximised where possible Pupils and staff will be advised to clean their hands before and after any activity https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation 	Tolerable risk		
Infection risks	Staff, Pupils,	Possibility of	<ul style="list-style-type: none"> The use of practical lessons 	Tolerable risk		

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
during practical activities – such as music	vulnerable children or young people	infection of Covid19 which may lead to ill health or death	<p>or sharing of equipment will be reduced where possible</p> <ul style="list-style-type: none"> • Pupils and staff will be advised to clean their hands before and after any activity • Pupils will be kept in consistent groups • Equipment will be thoroughly cleaned between each group use 			
Tests or exams in school	Candidates, invigilators, current pupils, Exam Officer	External pupils not in school bubbles brought into school to do exam.	<ul style="list-style-type: none"> • Follow guidance from Gov.uk document • Candidates kept separate from pupils. • Candidates to do exam in designated areas • Social Distancing in place • Sanitise/ wash hands before they enter exam room and when they leave. • Supervised at all times. 	Tolerable risk		

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				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
Candidate arrives late	Candidates, invigilators, current pupils, Exam Officer	Candidate arrives late and misses start time.	<ul style="list-style-type: none"> As above 	Tolerable risk		
Candidates leaving exam at different times	Candidates, invigilators, current pupils, Exam Officer	Candidates leave at different times due to extra time.	<ul style="list-style-type: none"> Invigilator will stay in room with candidates still working Exam Officer will attend exam room to ensure candidates leave following social distancing guidance. Candidates will wash and sanitise hand before they leave supervised by the Exams Officer 	Tolerable risk		
Cleaning	Candidates, invigilators, current pupils, Exam Officer	Rooms will be in use as exam room and then teaching	<ul style="list-style-type: none"> Arranged with site staff to clean room after each exam 	Tolerable risk		

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				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
		rooms				
Exam Room Set up	Candidates, invigilators	Room not set up correctly and safely	<ul style="list-style-type: none"> • Desks are 2m apart for external candidates • All desks face forward • Room is well ventilated • Invigilators can walk the isles if needed but there are points in the room for invigilators to stand at 2m away from candidates. 	Tolerable risk		
Invigilation arrangements	Candidates, invigilators	Invigilators not aware of covid guidance or school arrangements	<ul style="list-style-type: none"> • Update information sent out to all invigilators prior to exams. • JCQ training in progress • Advised they should minimise contact with candidates and socially distance. • Regular handwashing and sanitising. • Invigilators advised to 	Tolerable risk		

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
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				Moderate Risk		Moderate Risk
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			stand alongside candidates if they need to communicate, not face to face.			
Candidate develops symptoms	Candidates, invigilators, current pupils, Exam Officer	Candidate develops symptoms in exam	<ul style="list-style-type: none"> If symptoms appear before exam, candidate will not be allowed to enter the building and advised to follow government advice If symptoms develop during exam main school risk assessment policy will be followed and candidate will be sent home and advised to take a PCR 	High risk		