

COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	1st September 2020	Approved on	22th July 2020
Last updated	1st November 2021	Last updated by	HSU/HT/SBM
Review date	December 2021		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Section One

Introduction

The health and safety checklist and risk assessment within this document relate to the management of risk in schools for all stakeholders from 2 nd September 2021. In accordance with government guidance, section two and three of this document outline control measures with the express of aim of reducing transmission of the virus, specifically the threat of the new strain.

Government guidance (Aug 21):

- The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.
- Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.
- Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.
- The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

In producing this document, we have also taken advice from the Sandwell MBC, Payroll People Solutions (Sandwell HR), Public Health England and the Department for Education. In addition, we have followed closely the information provided by trade unions. The checklist was provided by the local authority and is not exhaustive in terms of control measures we have taken and continue to take in order to best protect our staff and pupils.

The risk assessment is a working document and will be reviewed half termly or earlier if there is a local outbreak. In producing this document, these have been our main areas of focus:

- Reducing the risk of transmission.
- The health and safety of our pupils, including their mental health and well-being.
- The health and safety of our staff, including their mental health and well-being.
- The health and safety of our parents and any other visitors to site.

- Ensuring the impact of COVID-19 does not impact on our ability to keep our children and staff safe (i.e. stock of essential materials, legal/statutory obligations, safe staffing levels)

Part 2: H&S Checklist

Conducted by: **SBM/HT**

Date: **2nd September 2021**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening in September? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			All building statutory compliance checks have continued as normal (see premises log book).	Fire Safety inspection (every 5 years) Maintain legal/statutory checks	SBM and Site Manager
Are there sufficient numbers of staff available in safety critical roles?	Y			There will be enough First Aid staff and fire Marshalls.	To monitor and review.	HT/SLT Ongoing task
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Fire drills are undertaken at least termly	Fire drill to be undertaken during first two weeks. Further fire drills as per plan	SBM/ Site Manager

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Social distancing issues						
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Grounds are large enough to accommodate all groups. Outside learning is encouraged.	No further action is required at this point of time.	Teachers to plan outside activities.
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Pupils will remain in their class and year groups, as much as possible and year group rooms.	To monitor new routine.	All staff Ongoing task
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	Y			There are signs throughout the school and marks painted onto the playgrounds.	To monitor new routine.	All staff
Have assembly groups been staggered?	Y			Assembly will take place in classes or in Year groups in the hall.	Monitor and review	Teachers SLT
Have break times (including lunch) been staggered / areas/venues for lunch to be eaten?	Y			See timetable.	Monitor and review	SLT Weekly task

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Parents have a 20 minute window in which they can drop off/ collect their children.	Monitor and review	SLT Weekly task
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?			n/a	CV and CEV staff have returned to work as per guidance but this is monitored. Staff have been vaccinated.	To review in line with the government advice.	SLT
Have all soft furnishing/toys etc that are hard to clean been removed?			n/a	n/a	n/a	n/a
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			Yes – over the summer	Follow the new guidelines.	FM team + Cleaning team Ongoing task
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Yes – additional cleaning happens midday by cleaning team and throughout the day by staff in classes	Continue to monitor cleaning	FM team + Cleaning team Ongoing task

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			Yes. Cleaning materials readily available in key areas. Site team to be asked if additional materials required.	Site Team to manage stock levels. Ordering when necessary.	FM team + Cleaning team Ongoing task
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			There is soap in all of the handwashing areas and all rooms have hand gels and all staff have been issued with hand gels.	Site Team to manage stock levels. Ordering when necessary.	FM Team, SBM Ongoing task
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are readily available	Site Team to manage stock levels. Ordering when necessary.	FM Team, SBM Ongoing task
Is contaminated waste disposed of regularly and appropriately (e.g. using foot operated pedal bins)?	Y			As per normal routine. An additional waste collection has been adopted during mid-day.	No	Completed 20/05/20
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Meeting room 1 as it is away from other pupils, and big enough to socially distance the pupils and can be ventilated.	No	SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Letter has been sent to parents September 2021	No	SLT
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			Parents have been informed and will be turned away if they turn up without an appointment	SLT to monitor dropping off and collection times	SLT ongoing
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			Staff have been kept up to date	Continue to update staff when guidance changes	SLT

Part 3: Risk Assessment

Risk Assessment for: COVID-19

School: Moat Farm Infant School

Assessment Date: 2nd September 2021

Name of Assessor(s): Oxana Morgan/Deborah Walker

Assessment Ref No: n/a

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific 	SBM and Site Team	2	4	L	Ongoing

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serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school opening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school 	<p>risk assessment for continued use of the plant/equipment has been completed.</p> <ul style="list-style-type: none"> Any defects or faults are reported, and equipment taken out of use. Continued maintenance of property/grounds and adherence to legal/statutory requirements.. <p>Refer to Premise Management SSG and School Premise Logbook for further guidance.</p>					<p>All premises compliance is up to date</p> <p>Legionella test 31/05/20 completed</p>
Communication of control measures to staff, pupils and parents	Staff, pupils, community Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<ul style="list-style-type: none"> The SBM will oversee the monitoring of the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils. Non-compliance will be addressed immediately by SLT. Regular communication with staff on the outcomes of the monitoring. Measures will be routinely discussed in staff meetings/briefings and governors’ meetings, shared with 		SBM and SLT	4	1	L	Ongoing

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		<p>pupils, parents and carers.</p> <ul style="list-style-type: none"> • Training all staff on the specific control measures relevant to their job roles. • Engaging with staff during the development of the risk assessment and identification of suitable control measures. • Providing clear guidance on social distancing and hygiene to people on arrival, for example signage or visual aids and before arrival, for example by phone, email or on the website. • Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Using games and stories to help explain the new rules to pupils and increase pupil understanding. • Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements • Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. 						
Spread of infection in classrooms and shared areas.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> • Children receive practical advice on the first day within the first hour as they arrive in school as to what social distancing means in this school and how it will be implemented in school. This may involve children being walked around the 	All staff are to reinforce these messages.	All staff	4	4	M	Ongoing

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		<p>school and practising certain times of the day and their maintenance of social distancing.</p> <ul style="list-style-type: none"> • Children are to be encouraged to remain as far apart as possible. • Constant reminders should be issued by staff and will be modelled. • Some children, including young children and those with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, government indicates that staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. • All soft toys and furnishings and items that are hard to clean have to be able to clean it. • For individual and every frequently use of equipment staff have their own items that are not shared. • Classroom based resources can be used and shared within the “Bubble”. This should be cleaned regularly. • Resources which are shared between “Bubbles” should be cleaned frequently and meticulously and always between Bubbles, or rotated to allowed them to be left unused and 	<p>Remind staff and children of the safety precautions</p> <p>Monitor and review daily</p>	<p>Cleaning team</p> <p>All staff who is on site</p>				<p>In place since end of May</p> <p>A new routine is in place since end of May</p>

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		<p>out of reach for the period of 48 hours (72 hours for plastics).</p> <ul style="list-style-type: none"> • Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. • Pupils will bring all equipment they require with them to the intervention area • All children, but especially younger ones, should be trained to practise to aim to sit on the carpet at a distance from each other. • Children will share equipment but will have their own copies of paperwork, books etc, whenever possible. • Tissues and hand sanitiser to be located in each classroom/learning space. • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible and where safe. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must use only the required equipment in school to reduce the risk of infection. 	Site Team to look after stock level and place an order if necessary	Teaching staff (when needed)				Ongoing

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		<ul style="list-style-type: none"> For younger children, the resources made available for child-initiated learning should be carefully considered. For example, malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances. Shared teaching resources to be cleaned prior to and after use. Staff should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Physical Education will take place in large spaces and if in a smaller space, half the class will take it in turns while the other half wait. No physical games are allowed that may involve physical contact. Upon the first bell, children should stand still. Children enter when the bell is rung on the second occasion but only when their year group or table groups are called by their teachers. Children must maintain the distance when they enter the school. 						

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		<ul style="list-style-type: none"> • When using computers, children should wipe down their own work station/laptop at the start and end of the session. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use. • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Door handles and taps to be wiped after use. • Staff to be reminded to adhere to social distancing at all times. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • Staff must wash and dry their own cups, plates and utensils. • Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. • Children who are upset: Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact. • Cleaning stations with alcohol-based hand rub, 10 minutes spray and 3 minutes spray have been created in all classrooms and all common areas including toilets. 						

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		<ul style="list-style-type: none"> All spray bottles have labels to stop virus contamination. Key Stage 1 water bottles to be kept in children lockers Don't send whole classes out to the lockers at the same time (max 10 children only in corridor). Staff must wear a mask on the school site and when moving around indoors, in the corridor, on the door at drop off/collection times (unless they are exempt). Ensure that staff are socially distancing at least 2 metres, even with a mask on. Staff should limit their movement around school indoors. Within a Bubble the adults must socially distance from each other. Spray staff toilet and sinks after use them. <p>Lockdown – January 2021 additional measures</p> <ul style="list-style-type: none"> School and Early years provision should continue to remain open. Only vulnerable children and children of critical workers should attend (restricting attendance due to national lockdown restriction) Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Students stay in “Bubbles”, staff rota is in place. Use of equipment is restricted. Enhanced cleaning is in place on a regular basis 						

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		<ul style="list-style-type: none"> Lunch for children will be provided in wrap bags and children will eat from classrooms, food parcels collection will be in place. Music sessions will be placed on hold (temporary arrangements) PE lessons will take outdoors as much as possible or in Hall Staff must not eat from studio or in the staffroom Staff should follow Public health advise to minimise risk <p>For the whole directive follow <u>Working Safely at Moat Farm Infant school - Lockdown - January 2021</u></p> <p>Lockdown – January 2021 arrangements for Nursery</p> <ul style="list-style-type: none"> Staff to wear PPE when working indoors – apron, mask and visor, especially when working in family groups or alongside children Adults keep 2 metre distance from each other Staff will not work on the floor/crouch down at child level – staff to remain above child level. Staff to sit on adult chairs when supporting play. Staff to not remain in close contact/direct contact for longer than 5 mins at a time. Staff must not sit children on their lap. If staff have to hold a child’s hand then they must wash their hands straight after. 						

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		<ul style="list-style-type: none"> If a child will not come in try to encourage but must not pick up, parent can't come in, may have to take child home and try again next day. Timetable to be flexible and allow more time for child initiated and outdoor learning to take place. Windows to be open to allow ventilation as much as possible. Remove soft furnishings/cushions/soft toys from provision. Involve extra adult on Wednesday to deep clean most frequently used equipment. Enhanced cleaning to be maintained throughout the day. No dough area as not able to be cleaned properly. Water to be changed between AM & PM session. Family time groups to be short and staff to ensure the children sit a little further away from them. Parents not allowed into nursery. Any illness child is isolated sent home straight away <p>COVID 19 Self-testing</p> <ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. At Moat Farm Infant School, mass testing of staff will take place twice a week (Thursday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. 						

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		<ul style="list-style-type: none"> For more information please read MFIS COVID 19 Self-testing Risk Assessment. 						
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-solation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality.	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. High number of first aid trained staff. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> Fire drill practised within first two weeks back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. 					

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			Refer to Fire Safety SSG & First Aid SSG for further guidance					
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Inform parents about social distancing outside school and provide signage to parents reminding them of the current government guidance (N.B. schools will not be expected or able to monitor or regulate social distancing of parents beyond the school boundaries). School drop-off/collection times are staggered to minimise numbers. Staff greets children on the gate and reinforce immediately the need to social distance. Drop-off/collection zones have been allocated to encourage social distancing. Telephone parents to have conversation, rather than having a conversation on the door. We open an additional entrance/exit to the school. Each year group has their own entrance gate. Issue information to parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Staff will adhere to social distances as much as possible. Staff to ensure at least 1 m distance/ 2 m if possible. Staff and pupils walk on the left-hand side of the corridor according to the direction of travel. 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. Message sent to parents prior to 1st September that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. Children will remain in the room until their parent is in the playground. Staff must clean the seat they use before they leave the staffroom. 	All staff – daily HT – prior to 1 st September Teaching staff All staff	3	4	M	Ongoing Daily monitoring

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		<ul style="list-style-type: none"> Pupils restricted to class “Bubbles”/classrooms to minimise movement around the school. Where staff need to move between classes and year groups they should try to keep their distance from pupils and other staff as much as they can ideally 2 m from other adults. Timetable reviewed and refreshed, and programme communicated to teachers and staff. Encourage parents and staff to travel to school via walking, cycling or private vehicles. In line with government guidance discourage the use of public transport. Inform pupils and parents of their allocated times for the beginning and end of their school day. Staff to allow children to enter school if possible when they arrive into school so to avoid waiting/queuing. All staff and children to wash their hand on arrival and at specified times throughout the day. Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning. Parents will be informed that the majority of direct conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. 	<ul style="list-style-type: none"> Staff need to bring in own cups/crockery from home. All IT equipment which have been used in the classrooms must be cleaned at the end of each day. Staff should use InVentry and signing in and out as normal. However, staff must wipe it down once used and wash hands. After using the photocopier use hand sanitiser or wash your hands. Each day a member of SLT outside to monitor that parents and children are arriving safely and leaving safely. 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT member who is in charge</p>				

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		<ul style="list-style-type: none"> Allocated outdoor areas for pupils to be identified for breaktime and lunchtime. Lunchtime to be staggered for year groups. EYFS and Y1 to eat lunch in the Dining Hall and in the reception area, Y2 children eat lunches in the classroom to minimise movement around the school and to ensure different groups are not mixing. Pupils to be supervised in washing hands before and after lunch. When children eat their dinners, space must be maintained in the queue. Movement around the inside of school is limited. Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to show “social distancing” lengths and no access areas. Playground has been marked to encourage social distancing. Staff who are classed as ‘shielding’ will work from home if possible. Pupils identified as needing to shield not attending school, additional arrangements would need to be made for their education Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) 						

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		<ul style="list-style-type: none"> Communicate new ways of working to all staff, through posters, briefings etc. Individual risk assessments will be carried out for staff and pupils who are classed as clinically vulnerable, live with vulnerable adults, are over 60 or are in the BAME category. Staff meetings will be conducted virtually or social distance will be maintained <p>School reopening 8th March 2021</p> <ul style="list-style-type: none"> All school will reopen to all pupils There will be no tests for primary pupils The home testing of staff will continue Face covering should be worn by staff and adult visitors in situations where social distancing between adults is not possible. This will include when moving around in corridors and communal areas. Face visors or shields should not be worn as an alternative to face coverings. A small contingency supply available for people who: <ul style="list-style-type: none"> are struggling to access a face covering are unable to use their face covering as it has become damp, soiled or unsafe have forgotten their face covering Pupils in school do not need to wear face covering 						

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		<ul style="list-style-type: none"> Clinically extremely vulnerable pupils and staff should not return to school at this point Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Asymptomatic testing information</p> <ul style="list-style-type: none"> NHS Test and Trace announced that all adults in households with school and college age children without symptoms can now access regular rapid coronavirus (COVID-19) testing. This helps reduce transmission of the virus. Parents and other adults in households with children at school or college, who do not have symptoms, can now access regular, rapid coronavirus (COVID-19) testing. This includes childcare and support bubbles. Tests are fast, easy and completely free. There are different ways for a household, childcare or support bubble to collect their test to take at home, twice-weekly: * through your employer, if they offer testing to employees; * by collecting a home test kit from a local test 						

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					L	S	R	
		<p>site – anyone aged 18 or over can collect 2 packs of 7 tests; *by ordering a home test kit online – please do not order online if you can access testing through other routes, this frees up home delivery for those who need it most.</p> <ul style="list-style-type: none"> • <u>Testing is voluntary</u>, but strongly recommended to all who are eligible. Alongside the vaccine, washing hands, wearing face coverings, and maintaining social distancing, rapid testing plays a vital role in reducing transmission rates. Getting into the habit of regular testing as part of our everyday lives will help us all to play our part and do what we can to protect each other. For more information: Rapid lateral flow testing for households and bubbles of school pupils and staff - GOV.UK (www.gov.uk) • if anyone in your household tests positive with a test you must notify school immediately on 0121 552 1885 or deborah.walker@mfi.school; jayne.davis@mfi.school • Parents have to show the school a copy of their child's result if they have been requested to gain a test • Share Risk Assessment with Staff, Parents. Share more concise written guidance with Staff (additional page to handbook), Parents (letters), Children (classroom rules/verbal reminders) also. 						
Unable to meet social distancing rules during class time and	Teaching, non-teaching staff, children. Illness	<ul style="list-style-type: none"> • Re-arranged furniture to accommodate rows. 	<ul style="list-style-type: none"> • When circumstances (including weather) allow, lessons will 	Teaching staff – daily	3	4	M	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
the virus is transmitted from person to person	– flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Clear classroom rules will be set on the first day to aid social distancing between children and their peers and between children and adults. • Outdoor learning to be actively encouraged and facilitated for all groups. • No assemblies. No communal lunchtimes. Groups will not interact with each other and will remain separate. • Regulate access to areas where it is difficult to maintain social distancing (Toilets are the main example of this) limit to 1-person access at a time. Groups to use different toilets. Member of staff available to monitor this during breaks. • Communicate new ways of working to all staff, through regular whole school emails and smaller group meetings prior to 8th March. Video conferencing to be used when appropriate. • Share Risk Assessment with Staff, Parents. Share more concise written guidance with Staff (additional page to handbook), Parents (letters), Children (classroom rules/verbal reminders) also. • Regular instruction and modelling from classroom staff regarding social distancing. • Social distancing rules linked to school behaviour system – praise and rewards to promote social distancing. 	<p>be conducted outside on our large grounds.</p> <ul style="list-style-type: none"> • Monitor impact of control measures in first week. Get feedback from classroom staff. Make adjustments to RA and procedures where necessary 	SLT (week one)				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Moving around school only when necessary. Classroom staff to walk groups through school (one adult at the front, one adult at the back) using 2m distance between children. Bags, coats kept in individual classes for each group, rather than cloakrooms being used. 						
Unable to meet social distancing rules during break and lunchtime and the virus is transmitted from person to person	Teaching, non-teaching staff, children. Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Children to stay in small groups (as per ‘class time’) for break times and lunchtimes. Lunches to be eaten in classroom. Children to stay in key groups. Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. Children to remain in their groups. Lunchtime Supervisors to take over from other staff and stay with same groups Regulate access to areas where it is difficult to maintain social distancing (Toilets are the main example of this) limit to 1-person access at a time. Groups to use different toilets. Member of staff available to monitor this. Share Risk Assessment with Lunchtime Supervisors. Meet with Lunchtime Supervisors separately from other staff prior to 8th March 2021 	<ul style="list-style-type: none"> Lunchtime to reviewed 	SLT	3	4	M	
Lack of hand and respiratory	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> All staff and pupils must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and 	<ul style="list-style-type: none"> Regular checks made to ensure there is 	Site Team - Daily	2	4	M	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
hygiene practices and/or facilities	cooks, parents, visitors, contractors	<p>then wash their hands again before heading to their classroom.</p> <ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school). All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. COSHH assessment around the safe handling and storage of (ABHR). Staff would have their own individual-sized portable bottles of gel. (Sanitising gel contain at least 60% alcohol). Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue; To throw all tissues in a lidded bin, where possible; To avoid touching eyes, nose and mouth with unwashed hands. Reception desk/area has Perspex screen/barrier. 	<p>sufficient stock of soap.</p> <ul style="list-style-type: none"> Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. Internal doors should remain propped open to reduce areas that are frequently touched by several people. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	<p>All staff – Daily</p> <p>Cleaning Team daily task</p> <p>Site Team daily task</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment. Pupils and staff do not share cutlery, cups or food. Staff to wash own cups and utensils, preferably in a dishwasher. Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled daily. Only one child should be allowed in the first aid area at a time. Cuts or grazes must be covered as soon as possible. 		<p>All staff</p> <p>For staff who is in charge of intimate care</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> When staff are carrying out any intimate care (nappies and clothing) they must: wear Gloves, an apron, a mask Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk. Toilets should be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. 						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation. Emotional distress of both children and adults.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> SEMH focus for the first 4 weeks back – plan for this has been circulated to all staff • DSLs/Deputy Head and classroom staff to offer emotional support to pupils. Counselling service can be considered for returning pupils. Counsellor is usually present in school weekly, so children are familiar with him. PSHE sessions to be delivered to help children with the transition back to school. Changes in new school protocols explained to children and individual support made available when/if needed. Open Door Policy for staff in school and staff working from home (via phone call, email, video conferencing). Regular whole staff briefings to keep staff informed and offer support to staff who are potentially under emotional distress. 	<ul style="list-style-type: none"> Continue to monitor the mental health and well-being of staff. Regular correspondence, information sharing. Regular catch ups with staff in school. Phone calls or video conferencing to staff who are not in work. Open door policy. Continue to monitor the mental health and well-being of pupils. Reporting concerns to SLT/DSL where appropriate. 	SLT	3	3	M	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Arrangements in place for employees to access a confidential counselling service. School's stress risk assessment has been reviewed regularly throughout the pandemic. 						
Inability to maintain social distancing when dealing with accidents, first aid, nappy changes leading to virus passing from person to person.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> No 'contact sports' or activities likely to result in first aid being required. Focussed activities or quiet low risk activities for break and lunch time. Accidents generally higher during play time / lunch time. Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations. PPE is available for first aiders. People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands etc). Staff changing nappies must wear full PPE. 	<ul style="list-style-type: none"> Ensuring PPE remains available for first aiders. 	Office staff	3	4	M	
Use of hand dryers in school	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> Both hand dryers and paper towels can be used to dry hands as per: 	No	All staff	1	1	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	cooks, parents, visitors, contractors	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely						
Cleaning is not sufficiently comprehensive	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Extra COSHH checks been carried out on the various new cleaning and disinfecting materials that have been introduced. Health and safety/cleaning training is given to all staff. Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. An additional cleaning rota has been put in place, mid-day 3 times. 	<ul style="list-style-type: none"> Monitor and review 	Site Manager	1	1	L	Ongoing
Poor hygiene practice in office spaces increases the risk of infection	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Tissues/sanitiser to be placed in office locations. Staff to wash hands in line with government advice on arrival. Everyone is responsible for wiping down own desk/place of work before and after use. Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user. Staff to use their own phone where possible, if this is not possible the phone should be wiped down after use. 	<ul style="list-style-type: none"> Monitor and review 	All staff	2	4	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Smaller offices in school should only have one person in the office. Other staff should not walk into offices or use offices as a walk through. School has process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. Leaders may ask parents to remove face coverings of their children before entering school premises, or a member of staff wearing PPE gloves and apron may supervise from a distance. Face coverings is not be allowed in school for staff or pupils, except in exceptional circumstances. 						Power point presentation in June by DH
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, parents, etc	<ul style="list-style-type: none"> All staff are informed of the procedure in school relating a pupil becoming unwell in school. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. PPE is required in 2 circumstances: 1 if it was used before COVID-19 for care. 2 coming into the contact who is suspecting case. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A 	<ul style="list-style-type: none"> PPE provided to first aid staff pupils displaying symptoms to be segregated and parents called, isolation room set up. As pupils and staff are working in the same groups, if a case is confirmed that entire group can be sent 	SLT	3	3	M	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained.</p> <ul style="list-style-type: none"> If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE equipment in each classroom in case of unexpected incidents. Parents understand that those pupils who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Staff who have helped someone with symptoms and any pupils who have been in close contact with them should not go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace 2 members of SLT will work together to walk through the step by step instruction 3 members of staff to perform deep cleaning 	<p>home to isolate for 14 days.</p> <ul style="list-style-type: none"> The member of staff must alert the DSL straight away and contact the parent to collect the child. The separate bathroom should be used. Parent should be advised to self-isolate for 14 days and to get the child tested. Follow step by step instruction (meeting room 1) 	<p>HT, DSL lead</p> <p>HT</p> <p>SLTs</p>				

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					L	S	R	
		<ul style="list-style-type: none"> DfE updates: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=2cb5fae3-cb14-4355-a083-333022c1cb40&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate the Actions for schools during the coronavirus outbreak. The changes include updated information on prevention, other considerations (system of controls), response to any infection, pupils travelling from abroad, attendance, workforce, safeguarding, school uniform, wraparound provision and extra-curricular activity, behaviour expectations, hospital schools and contingency planning for outbreaks. The telephone helpline 0121 569 4719 is open 7.30-9.30am. 						
Staff member becomes unwell with symptoms of coronavirus	All staff	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <ul style="list-style-type: none"> a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home.</p>	Follow the new guidelines.	All staff (ongoing)	2	4	M	Ongoing (if necessary)

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					L	S	R	
		<ul style="list-style-type: none"> Reflect on the incident Organise home learning and wealth fare course for pupils Contact Sandwell Premise team to ensure that they do not send any visitors/operatives to our school. UDBS_customercontact@sandwell.gov.uk Let them know when the site has been deep-cleaned and is declared safe <p>For a suspected case:</p> <ul style="list-style-type: none"> If a person has symptoms but receive a negative test result, they should continue to self-isolate up to the 14 day period If a person tests negative and has no symptoms, then they can return to work/school <p>For a contact of a positive case in school:</p> <ul style="list-style-type: none"> All direct and close contacts must be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case <p>NHS contract tracing App has been launched to help control the spread of coronavirus.</p>		SBM, Site Manager				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>Lock Down</p> <p>Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to Virus spikes locally, nationally or 1 group in school</p>	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness, infection, fatality</p>	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. Only staff who have been trained can administer First Aid treatment. Follow Public health advice to minimise COVID-19 risks All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people. NHS COVID-19 app is available for anyone aged 16 or over. <p>The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. First aid during the coronavirus (COVID-19) pandemic - HSE news</p>	<ul style="list-style-type: none"> Fire drill practice every term If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>	<p>SLT</p> <p>SLT – as and when need arises</p>	1	5	M	Ongoing (of necessary)
<p>The school lapses in following national guidelines and advice.</p>	<p>Staff</p> <p>Children</p>	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE as well as Sandwell LA and DRB. Information on the school website is updated. Pupils updated via email/direct telephone call as necessary. 	<ul style="list-style-type: none"> HT to continue to stay up to date with current guidelines 	<p>HT</p> <p>SLT</p>	1	4	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. As a result: The school has the most recent information from the government, and this is distributed throughout the school community. all staff must wear a face covering in communal areas. Year group bubbles will remain 						
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share Risk Assessment with all staff. Parents notified of risk assessment plan and shared with parents via website. Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	<ul style="list-style-type: none"> Continue to ensure all stakeholders are updated when changes are made. 	HT SLT	1	1	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Lack of awareness of policies and procedures.	Children Staff	<ul style="list-style-type: none"> • The school feedback policy will be temporarily re-considered to comply with the guidance. • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and safety policy - Updated fire policy - Infection control policy - Supporting Children with Medical Conditions policy - Intimate care policy - Behaviour policy - Child Protection policy including updates - Positive Handling policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - https://www.hse.gov.uk/riddor/ - The Health Protection (Notification) Regulations 2010 - http://www.legislation.gov.uk/ukxi/2010/659/contents/made - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities 	<ul style="list-style-type: none"> • Monitor and review 	Governors HT Staff	2	3	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> - DfE and PHE (2020) 'COVID-19: guidance for educational settings' https://www.gov.uk/coronavirus/education-and-childcare - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf <ul style="list-style-type: none"> • The school complies with 'Managing school premises during the coronavirus outbreak' and continue to be responsible for a range of health and safety measures and statutory compliance. • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Read link above • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1st of June or when school reopens more widely. All are informed that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>						
Wellbeing	<p>Pupils, staff, community</p> <p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health</p>	<ul style="list-style-type: none"> Teachers' timetables include a focus on PSHE lessons and time for pupils to discuss their experiences. Individual plans have been made for SEN pupils returning to school. Individual risk assessments being used for Staff in the higher risk groups. Staff aware of risk assessment process and able to contribute, e.g. risk assessment shared and regularly reviewed, including with school governors. Staff meetings/briefings are held regularly to ensure communication is clear and consistent. Designated staff rest areas. Wellbeing committee re-established. DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. Extra mental health support for pupils and teachers - GOV.UK (www.gov.uk) 		SLT	3	3	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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Staff to staff Interaction	Staff Numbers of staff in and around school will impede social distancing	<ul style="list-style-type: none"> Having reminders and notices clearly displayed at critical points around the building including staff only areas Staggering break times for all staff to make social distancing easier. Opening the studio and little kitchen as another staffroom. 			4	2	M	
Staff meetings/briefings	Staff Spread/contraction of COVID 19 due to lack of social distancing measures, in particular school employees	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. Avoid any sharing of work equipment including pens/paper etc. Hold meetings in the hall, well ventilated if they are essential meetings. Using floor markers to ensure that social distancing is enforced. A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed. No whole school gatherings Virtual staff meetings where possible Switch events to virtual wherever possible 		SLT	1	1	L	Autumn Term and then reviewed for the Spring Term

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Staff and Parent interaction including meetings	Pupils, staff Numbers of parents in and around the school will impede social distancing	<ul style="list-style-type: none"> Advising parents that access to the school is limited and that only one parent should escort a child to school or collect a child from school Designated pick up and drop off zones Staff closely supervise that classes/pupils do not cross over e.g. different year groups have different points of access, staggered times Parents/carers actively encouraged from congregating outside the school gates. Setting up guidelines for parents to contact the school to speak with key staff/teachers. Informing parents that they are only allowed onto the school grounds at specified times for drop off and collection. If meetings are required with parents, they are done over the telephone or using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible, observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air, perhaps with face coverings being used and social distancing observed. Using remote working tools to avoid in-person meetings. A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 		SLT	4	2	M	Autumn Term and then reviewed for the Spring Term

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Contractors, deliveries and visitors increase the risk of infection	Staff Children Contractors	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential prior to entry to school. All contractors/visitors to wash hands prior to entry to school site. Additional hand-sanitising facilities made available to contractors and visitors. Any contractors who feel unwell on site to report to SLT and leave the site immediately. Advice from PHE sought. All areas in which contractors work are cleaned in line with government guidance. Staff who receive deliveries to the school to wash hands in line with government guidance after handling. All visitors must wear a face mask Visitors will be limited Switch events to virtual wherever possible 	<ul style="list-style-type: none"> Monitor and review Making any future visitors/contractors aware of social distancing. Limiting visits to site and, where unavoidable, limiting contact with staff, children to what is essential/unavoidable 	SBM, Site Team	1	5	M	Ongoing
Working environments (non classroom) do not support social distancing and virus spreads from person to person.	Senior Leaders, Teaching Staff, Non-Teaching Staff (including Admin staff). Flu like symptoms through to fatality.	<ul style="list-style-type: none"> Office sharing has been minimised. Maximum of 3 staff in main school office. Maximum of 2 kitchen staff in kitchen office at any time. Cleaners to stick to designated areas and work separately. Larger meeting room is available as a second staff room to support social distancing and allow staff to take breaks. This will not be available should there be a meeting (unlikely at present time) or if a child develops COVID19 symptoms and needs to be isolated. 	<ul style="list-style-type: none"> Monitor and review 		3	4	L	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Running out of key materials – LFD tests, PPE, first aid, hygiene products, other essential items not linked to COVID-19.	Teaching, non-teaching staff and pupils. (Unable to safely operate. Other hazards RAG rating increases.)	<ul style="list-style-type: none"> Order in advance and manage stocks effectively. Daily communication between premises staff, classroom staff and office. Office to source new suppliers where existing suppliers cannot provide materials. 	<ul style="list-style-type: none"> Manage stock control. Place orders in a timely manner. Review Risk Assessment and consider partial or full closure in the event that materials cannot be sourced. 	SBM	2	5	L	
Risk of contamination through inappropriate use of PPE.	Teaching Staff, Non-Teaching Staff, Pupils. (Inappropriate or incorrect use of PPE could lead to unnecessary contamination of staff not being protected)	<ul style="list-style-type: none"> A face covering is NOT PPE – these are recommended to be worn in social spaces where 2m distancing is not always possible Demonstration of how to use PPE for staff. On-hand advice for staff who are unsure of using PPE. Staff must not bring their own PPE to work and must not use PPE other than in situations specified in this risk assessment (first aid, supporting pupil with coronavirus symptoms etc). 	<ul style="list-style-type: none"> Demonstration of how to use PPE for staff and continued support of staff in using PPE. YouTube Public Health video to be sent to staff. 	SLT	2	4	L	
Known or suspected case of COVID19 within school leading to wide spread of virus throughout school community.	Teaching Staff, Non-Teaching Staff, Pupils, Parents, Visitors and Contractors. Flu-like symptoms through to fatality.	<ul style="list-style-type: none"> Measures already stated should stop the spread of virus beyond affected group. All members of affected groups not to return to school until testing has taken place. If testing is negative, all parties can return to school. If testing is positive, all parties must self-isolate for 14 days. If symptoms persist beyond 14 days, the child or member of staff must remain away from school until symptom free. 	<ul style="list-style-type: none"> Monitor and review 	SLT	2	5	L	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Trace possible spread beyond affected group (other control measures not followed, for example) and assess whether whole school needs to be closed. Contact Public Health for advice. Contact Local Authority if necessary. Deep Clean of affected areas. Cleaners to wear full PPE. 						
Running out of LFD test stock.	Teaching, non-teaching staff and pupils. Asymptomatic staff could spread virus.	<ul style="list-style-type: none"> SBM to maintain stock level Maintain good records 	<ul style="list-style-type: none"> 	SBM	2	4	L	
Transport to and from school	<p>Pupils, staff, community</p> <p>Changes to school routine cause vehicular and pedestrian traffic management issues</p>	<ul style="list-style-type: none"> Encourage pupils to travel to school via walking, cycling or private vehicles. In line with government guidance discourage the use of public transport. Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists. Pupils walking or cycling to school should be advised to socially distance at all times. During pick-ups social distancing should be observed. If drivers and pupils are within 2m of each other face coverings should be worn (for those over 11 years old) On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method. Put a process in place for the removal and disposal of face 	<ul style="list-style-type: none"> Monitor and review 	SLT	2	3	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		coverings when pupils and staff use them arrive at school						
Educational Visits	Pupils, staff Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> Making use of outdoor spaces in the local area to support delivery of the curriculum. As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. 		Class teachers, EVC lead, HT	2	3	L	Ongoing
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to Virus spikes locally, nationally or 1 group in school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. Only staff who have been trained can administer First Aid treatment. 	<ul style="list-style-type: none"> Fire drill practice every term If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>	SLT SLT-as and when need arises				Ongoing (if necessary)

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
09/09/2020	D Walker	
16/09/2020	D Walker	
17/09/2020	D Walker	
15/11/2020	D Walker	
05/01/2021	D Walker	
18/01/2021	D Walker	
25/01/2021	D Walker	
23/02/2021	D Walker	
05/03/2021	D Walker	
02/09/2021	D Walker	Reviewed following the change to the guidance in August 2021 Removal of social distancing requirements Addition of ventilation and CO2 monitoring to be included when government supplies units
01/11/2021	D walker	All new changes are highlighted in yellow based on the latest guidelines.