

RISK Assessment – Operational School Day During lockdown period Tier 4 from January 2021

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Insufficient staff numbers on site to maintain safety of pupils, staff & visitors.	<ol style="list-style-type: none"> Lack of control & supervision of pupils exposing them to unnecessary risk; Lack of adequate safeguarding response when pupils are in School; Lack of sufficient adults within School to maintain safety functions e.g. Fire Wardens. 	Pupils/ Staff/ Others	<ul style="list-style-type: none"> Ongoing assessment of staff numbers available to cover required core functions, sickness and self-isolating impacts; Assessment of the impact of staff numbers & roles who are invoking Section 44 (1) (d) & (e) of Employment Rights Act 1996 Assessment of impact of staff numbers for isolation/ positive case/ shielding Ongoing assessment around numbers of pupils and limiting as per safe staff levels and site requirements – all rooms have risk assessed number of people who can be safely accommodated 	4	2	8	M	<ol style="list-style-type: none"> Rota each week MP/ WR to keep in touch with staff 	MP/ JH/ MW
Vulnerable or KW Pupil displays challenging behaviour.	<ol style="list-style-type: none"> Pupils in vicinity may be accidentally or intentionally threatened during an incident; Pupil refuses to obey safety instructions or safeguarding 	Pupils/ Staff/ Others	<ol style="list-style-type: none"> Diversion tactics and training given to likely staff; <u>All</u> Incidents recorded and monitored to predict 'triggers' and effectiveness of procedures; Regular reporting to Other PR Parent/Police/ Probation/ SW's. Any meetings are witnessed 	3	3	9	M	<ol style="list-style-type: none"> Contact numbers for Other PR Parent/Police/ Probation/ SW's are kept current if needed to be contacted in an emergency; Local experience of the composition of certain pupil groups will dictate the required level of staff supervision. If high risk of 	

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	procedures.		<p>and minutes taken;</p> <p>4. Routes to enter the School site when unauthorised, reported back and re-assess site security;</p> <p>5. Pupil must be removed from activities where he/she will not comply with safety instructions. Staff members should suspend the activity if this event occurs, as other students/ staff are being put at higher risk of injury;</p> <p>6. Experience of previous incidents will indicate necessary staffing levels & experience required to deal with pupil(s).</p>					physical intervention and staff do not feel safe, follow Employment Law/ H and S law and child will receive remote education round duty of care.	
Higher risk curriculum activities e.g. D&T, PE, Science.	<p>1. Pupils may not have sufficient supervision levels from the required, suitably experienced staff direct activities</p> <p>2. Pupils injured by cuts, impact and contact with science related substances.</p>	Pupils/ Staff/ Others	<p>1. Activities may need to be revised to take account of the staffing levels/ experience available;</p> <p>2. Numbers of pupils involved in the activity may need to be limited;</p> <p>3. Higher risk activities suspended for interim period where sufficient, experienced staff are not available e.g. PE with contact sports or D&T with bladed tools;</p> <p>4. In considering what team sports can be offered, those whose national governing bodies have</p>	4	3	12	H	Dynamic risk assessment every 2 weeks. PR to lead on sports provision.	

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			<p>developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework;</p> <p>5. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups;</p> <p>6. Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p>						
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Lack of First Aiders	<ol style="list-style-type: none"> 1. No qualified First Aid response available; 2. Pupils or staff receive inappropriate or no First Aid treatment; 3. Lack of required equipment & supplies for safe processes e.g. disposable gloves for personal care 	Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. Experience of previous/ current support will dictate necessary staffing levels & experience required to deal & support with pupil(s) for the Schools likely first aid needs; 2. Experience of School staffing levels required to maintain safe environments in the times where more accidents occur e.g. Breaks, Lunchtimes, PE with contact activities. These Break/ Lunchtime activities may need to be limited in duration or numbers involved or use of other staff/ volunteers. PE contact activities will always need appropriately qualified staff; 3. Experience of previous/ current support will dictate necessary staffing levels & experience required to deal & support with SEN pupil(s) with ongoing medical needs e.g. 2 trained staff needed for Moving & Handling lifts/ trained staff to support a pupil with Type 1 Diabetes; 4. Confirm required levels of equipment & first aid items e.g. anti-bacterial wipes, and monitor usage to identify prompt re-stocking. 	4	3	12	H	<p>Ensure stock is ordered in timely fashion Look at remote training for all staff around first aid in interim measure</p> <p>Further measures – hygiene station in each room with specific bin. Specific lidded bin in main reception for mask disposal by children. Testing waste spate – see testing risk assessment.</p>	
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Lack of trained Fire Wardens	<ol style="list-style-type: none"> 1. Delayed evacuation confirmation in a fire situation where fewer Fire Wardens take longer to confirm areas are 'clear'; 2. Fire wardens may have other training e.g. Fire Evacuation Chair, which may not be available in staff shortages; 3. Fewer Fire Wardens may be exposed to greater risk as they will need longer to check more areas of the School than normal. 	Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. Inform staff that on any day where there is a shortage of trained Fire Wardens in the School, that increased emphasis is now made upon accurate recording of pupil group numbers/ staff numbers/ visitors & contractors in on school premises; 2. Staff informed that on those days in (1) above that all persons evacuate the school buildings upon hearing the fire alarm and a 'head count' is taken at Fire Assembly point; 3. If insufficient staff e.g. Fire Evacuation chair are not available, then feasibility of allowing persons who require assistance to evacuate as part of their PEEP must be considered. This may include limiting access to areas of the school. 	4	3	12	H	<ol style="list-style-type: none"> 1. Confirm that all Fire Exits are available for use when building is occupied. Premises staff (who may be absent) may be responsible for this action before most staff enter the building. 	

Full time return of all pupils and staff	Increased numbers of pupils and employees could make social distancing more difficult and increase the likelihood of	Pupils Staff	Designated washing/sanitizing facilities for pupils and staff. Each class has been assigned a washing facility. Alcohol based sanitizers will be stored away from ignition sources, and the site will not hold quantities over 50 litres. Bubbles are whole school bases, bus transport complicates	Where they are required, supply and temporary staff will receive the same level of H&S training and instruction as an employed member of staff.	September 2020 – ongoing risk assess	MP/ JH/ JG/ WR all staff	Jan 21
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	transmission.		<p>this however and in light of a positive case, whole school may need to be shut if child uses school bus.</p> <p>Assess the risk posed by children who may not be able to understand and maintain social distancing and hygiene measures; or who are prone to spitting, biting, physical contact etc.</p> <p>Practical lessons: equipment wiped down, reduction in contact sports – curriculum altered timings, limited contact recreational activity.</p> <p>PE kits to be worn on day of PE lesson.</p>				
Intervention resuming (dual registered children)	Increased risk of transmission as they attend two settings	Pupils Staff	Stop intervention new places		Ongoing assessment based on national guidance.	MP, JH, ST	Ongoing
Students & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'	Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects	Pupils Staff	<p>Shielding advice for all adults and students who were designated as being CEV will resume under new list Jan 2021. RA completed for any CV/ CEV.</p> <p>Where a student is unable to attend School because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education;</p> <p>A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School; RA in place for 2 pregnant staff and one IVF. Updated. One person with reduced contact duties due to complex health but not defined as CEV.</p>	Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert.	Jan 2021	MP all staff	Ongoing
Standard Health & Safety practices being forgotten or not prioritised.	Safety standards in the school may drop if they are not effectively maintained in parallel to COVID-19	Staff Pupils Contractors Visitors	<p>Documents including H&S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos Management Plan should be reviewed as usual.</p> <p>Where possible regular opening of doors and windows for increased ventilation is in place. Staff reminded in INSET</p>	Accident reporting arrangements are reviewed, to ensure all incidents and accidents are reported appropriately following a period of relatively low	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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	control measures.		Sep 2020 of being conscious of fire safety. Ventilation update November 2020.	incident occurrence.			
Display screen Equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Staff	Laptop users trained to carry out own DSE assessment for use away from office (none anticipated under current arrangements, may change). Where possible, laptops should be used with separate screen, keyboard and mouse.	Remote workers self-assessment All employees to re-assess their working station on return Check that identified actions from self-assessment are followed up ASAP Line managers to monitor to ensure staff continue to get breaks away from the computer Staff working from home to take additional screen breaks if not able to work at a DSE compliant workstation.	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Stress, anxiety and general uncertainty over safety	Staff, pupils and parents could be affected by worries related to Covid-19, i.e. contracting virus, uncertainty, significant decrease/increase in workload, job losses, health fears etc.	Staff Pupils	Staff understand what their duties and responsibilities are through regular briefings and in INSET – increase in cleaning duties and personal hygiene, ensuring children wash hands/ sanitize regularly and use appropriate toilets. Staff can talk to supervisors or manager if they are feeling unwell or ill at ease about things at work. Providing support for workers around mental health and wellbeing (NHS Wellbeing phone line or referral to Occ Health) Regular channels of communication such as school website	Sharing and discussing risk assessment with employees to reassure and take feedback. Staff/Parent/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible. Holidays taken during term breaks have been discussed	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>and newsletters are maintained, and kept up to date with current guidance. Teams update from HT. Weekly briefings and updates – briefings after news events/ announcements from Government.</p> <p>Clear discussion with Parents, and Pupils where age appropriate, over expectations and controls. Website and FB updates from HT. Classes/ form time discussion and assembly time.</p> <p>Health and Safety/ Risk assessment group to meet weekly/ as needed. Includes all areas of school, NEU rep, member from Unison, site staff, SLT.</p>	<p>with staff, due to the self-isolation requirement. Staff understand potential consequences and leave will be unpaid unless extenuating circumstances in line with Hoople recommendations.</p>			
Fire safety	Risk of lack of maintenance, faulty equipment	Staff Pupils Visitors Contractors	<p>Subject to regular inspection.</p> <p>Check fire doors are operating properly and free of damage.</p> <p>Check fire exits are operating properly and free of damage.</p> <p>Ensure gas safety certificate is still current. Check for any signs of a gas leak.</p> <p>Ensure fixed and portable electrical equipment.</p> <p>During evacuations, social distancing does not apply. Social distancing can be applied again once persons have reached safety.</p>	<p>Weekly inspection by qualified person (C) to be carried to ensure fire safety equipment is in good working order and maintenance records are in place, i.e. fire emergency lights, fire extinguishers, fire alarm</p> <p>PAT certificates are current.</p> <p>Visual inspections of electrical equipment for damage weekly and ongoing.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Commute to school/work and back	Risk of COVID-19 transmission.	Staff Pupils Parents	<p>Employees to follow Government advice about using public transport – discussed at INSET. Masks worn on buses – visors supplied by school for all staff. Ask parents to provide face coverings. Update – all children where possible to wear on bus.</p> <p>Employees encouraged to walk, use a bicycle where possible.</p>	<p>Car pools discouraged and public transport – most walk/ car.</p> <p>Maximum one parent/guardian to accompany children.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>Parents discouraged from socialising with other parents when reaching school grounds – marking outside doors and 1 in system. Parents asked not to come in unless meeting – wear mask to come through common areas.</p> <p>National and Local Authority guidance for the use of School Transport shared with staff and parents.</p>	<p>Children over the age of 11 are not required to wear face coverings on school transport, in line with government guidance, however they can if desired (staff also).</p>			
Parking vehicles and bicycle storage	Risk of COVID-19 transmission.	Staff Pupils Parents Visitors Contractors	<p>Increase bike storage: PE cupboard, bike rails.</p> <p>Staff, parents and pupils to maintain social distancing when leaving and returning to their cars – polite reminders and vigilance.</p> <p>Vehicles entering/leaving carpark are controlled to avoid congestion – timetable in place.</p>		Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Arriving and leaving work/school	Risk of COVID-19 transmission.	Staff Parents Pupils	<p>Hand sanitisers are available at all entry points.</p> <p>Hand washing or sanitiser upon arrival established. Pupil handwashing is supervised and allocated.</p> <p>Disposable face coverings for children on entry so that fresh and therefore effective. Own on transport – this will ensure we know they are effective and hygienic.</p>	<p>Staggering of arrival times/leaving times to be implemented.</p> <p>Individual storage for clothing /bags to be identified.</p> <p>Doors left open to reduce use of handles.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Moving around the building.	Risk of COVID-19 transmission.	Staff Pupils contractors	<p>Breaks are timed to minimise high numbers.</p> <p>Staff room – 3 people at any one time. Additional seating used outside. Poster display.</p> <p>Employees are discouraged for non-essential trips around the building however this is recognised as unavoidable – therefore one bubble for whole building. Corridors are too narrow and no way for 1 way system. Try and maintain 1m plus distance. Face coverings to be worn by as many pupils and staff as possible in communal areas. Taken off in base area if wanted.</p>	<p>Lift access restricted to disabled employees and those with specific conditions or need only. At moment no one identified.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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Use of classrooms and offices	Risk of COVID-19 transmission.	Staff Pupils	<p>Review of room layouts to allow people to work further apart from each other.</p> <p>Movement of specialist teachers around the school to be limited – pupils still move to area.</p> <p>All classrooms and offices have ventilation.</p> <p>Maximise natural ventilation throughout the school setting. Any doors wedged open must be managed e.g. not left open when school is unoccupied. When the room is unoccupied e.g break or lunch time, all windows and doors should be opened to maximise the throughput of fresh air.</p> <p>Bins in classrooms and offices lidded (swing lid rather than a lifting lid) to reduce infection risk.</p> <p>Where it is not possible to move workstations further apart, no face-to-face sitting will be permitted (i.e. screens, back-to-back sitting, all desks facing front etc.)</p> <p>No hot desking is commonplace but occasional – use sanitiser between users and wipe down with recommended cleaner.</p> <p>Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact.</p> <p>Hygiene stations in each room to include: antiviral wipes (70% alcohol), gloves, visors, face coverings.</p> <p>Staff encouraged to wear aprons, gloves, visors and face coverings.</p> <p>Disposal using tiger bags for all face coverings/ gloves.</p>	<p>Mark areas to help to maintain social distancing.</p> <p>Staff and pupils will be provided with their own stationary and supplied/ wiped down between use.</p> <p>With ventilation being maximised, students and staff are encouraged to wear extra layers of clothing to ensure comfort on colder days.</p> <p>TAs will support in the supervision on pupils when they have to move around the school.</p> <p>TAs can lead groups, under direction from a teacher, if staff numbers are too limited.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Meetings	Risk of COVID-19 transmission.	Staff Visitors	Remote tools are used to reduce the need for face-to-face meetings where appropriate.	Each meeting room to be sign posted informing maximum	Jan 2021	MP/ JH/ JG/ WR all	Ongoing

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		Contractors	<p>Number of participants attending face-to-face meetings is minimised.</p> <p>1m + metres distance between participants is maintained, specific areas in school used (HT office up to 4, meeting room 3 in Primary, Class 1 for up to 12, hall for larger groups of up to 26)</p> <p>Employees re instructed to avoid sharing physical resource (i.e. pens/paper documents) during meetings.</p> <p>Hand sanitiser is provided in meeting rooms.</p> <p>No meeting mix of bubbles unless necessary and then full PPE to be worn in ventilated room with 2m distance.</p>	<p>capacity.</p> <p>Communal food not provided during meetings.</p> <p>After a meeting, staff to be encouraged to wipe their working stations (meeting organiser responsible for reminding attendees).</p> <p>Rules of use of meeting room to be disseminated to all employees and attendees to meetings.</p>		staff	
Common Areas	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Use of outside break areas, or lunch taken at desks.</p> <p>Seating has been configured to reduce capacity and reduce face-to-face interactions.</p> <p>Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc.</p> <p>Lockers are individual.</p> <p>Cleaner employed in day to clean throughout with particular attention to high touch items.</p> <p>Cleaners in at night to complete more thorough cleaning with deep clean each holiday. If positive case, misting device will be used.</p>	<p>Create additional break areas where possible.</p> <p>Screens to be installed where appropriate i.e. in reception area, canteen checkout.</p> <p>Employees to be encouraged to bring own food.</p> <p>Inform employees to clean communal items with the products provided.</p> <p>Place the signs with the cleaning instruction by the toilets and reminders around 20 second rule of handwashing.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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Break Times, outdoor areas, Breakfast and Lunch.	Risk of COVID-19 transmission	Staff Pupils	<p>Staff availability must be sufficient to allow suitable breaks throughout the day.</p> <p>Employees are encouraged to remain on-site during breaks.</p> <p>Staggered break periods and lunches. Lunches in classrooms.</p> <p>Employees encouraged to take breaks at their desk to avoid mixing and contact with other staff members.</p> <p>No whole school assemblies.</p>	<p>Lunch groups limited to class groups.</p> <p>Children reminded of social distancing before breaks.</p> <p>Hand washing for 20 seconds before and after break periods.</p> <p>Equipment distributed rather than collected from central location by pupils.</p> <p>Sanitize play equipment where possible, and take difficult to clean play equipment out of use.</p> <p>School will continue with Breakfast Club</p> <p>Assemblies kept to school bubbles.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Accidents, security and other incidents	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Accident reporting procedure is in place.</p> <p>Testing room separate, double bag any waste. 1 at a time to minimise cross contamination. Gloves worn by tester.</p> <p>COVID-19 cases resulting from exposure in the workplace are RIDDOR reportable.</p> <p>Suspected incidents of COVID-19 reported to the local authority using early outbreak protocol.</p> <p>School must take swift action when they become aware that someone who has attended School has tested positive for coronavirus (COVID-19). School will contact the dedicated advice service introduced by Public Health</p>	<p>First aiders to be provided with hand sanitiser and Personal Protective Equipment (central store).</p> <p>All first aid boxes checked and supplies in. All contain gloves, plus central store of masks, gloves, sanitizer and aprons is in each bubble.</p> <p>Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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		<p>England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace;</p> <p>Pupils who become unwell with COVID-19 symptoms at school should be taken to a designated room to await collection. They should be able to maintain a 2m distance from anyone who needs to enter this room. Parents should be informed immediately and pointed towards government guidance on COVID-19 cases in the household. Flow chart displayed.</p> <p>Anyone who needs to make contact with a symptomatic pupil must wear the appropriate PPE (Gloves, mask, apron, visor). Where coughing, spitting or vomiting is possible, goggles should also be worn.</p> <p>If the pupil needs to use a bathroom, the room should be cleaned after use. This bathroom should ideally be separate to those used by the rest of the school.</p> <p>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <p>If contact with a child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. Instructions for the use of PPE can be found here.</p>	<p>Emergency PPE kits provided by HC, for use only when dealing with a symptomatic person or for First Aid if needed.</p> <p>If emergency CPR is needed, take advice from emergency services call handlers. Two members of staff Heart Start trained, all First Aid at Work.</p> <p>If the child has siblings or other household members in the school, they will be sent home to self-isolate. If possible, they will wait in a separate room for collection. If this is not possible, they will wait with the ill sibling and be asked to stay 2m apart.</p>			
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			<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage (in office in PPE cupboard) for 72 hours <p>Full guidance on disposal of PPE and waste related to COVID-19 can be found here.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</p> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. They will be left for 72 hours and not used wherever possible.</p> <p>Spitting/intentional coughing etc. will be looked at as behaviour and referred to in support plans. Children will talk through rationale and importance of this and if necessary, individual risk assessment may advise that a child is unsafe to be on site if there is a high risk of danger. Where this is likely, parents and child will talk through with SLT and class/ form teacher but this will be a last resort as per our Trauma Informed practice (see Behaviour Policy and COVID update).</p>				
Visitors and contractors	Risk of COVID-19 transmission.	Staff Parents Visitors Contractors	<p>Remote contacts are encouraged and enabled as far as possible – essential only.</p> <p>Clear social distancing floor markings are in place for queues.</p> <p>Hand sanitiser is provided for visitors.</p>	<p>Cleaning system of visitors lanyard/ID by office staff.</p> <p>Visitors to be asked to bring own pen to sign-in in reception/visitors signed in by reception.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>Where a pupil or member of staff tests positive for COVID-19, the rest of that area (Arrow, Secondary, Primary) should then self-isolate for 14 days. If child has been on school transport, then all affected bubbles will close. Head will contact Parents, LA and local PHE HPT).</p> <p>Clear protocols to be developed, displayed and communicated for all visitors.</p> <p>The number of visitors to the premises is limited and communicated to all employees through weekly briefing on online portal Scholar Pack. Visitors discouraged face to face. 2 rooms will be used for meetings and 2 for staff meetings, all with ventilation (hall, Class 1 for staff meetings, meeting room/ Head teachers' office for small meetings, Incredibles class for primary meetings).</p> <p>Cleaning materials to be provided in reception area.</p> <p>Signs and visual aids to be displayed at points of entry.</p> <p>Preferred option of Contractors visits to site to be after school hours.</p> <p>School will consider carefully any new admission visits. No parent/ carers visit for attending organised performances.</p>	<p>Schedules to be revised to limit number on site e.g. contractors and routine maintenance.</p> <p>Maintenance to be reviewed to consider that which can be undertaken outside of normal working hours.</p> <p>Visitors waiting area encouraged one person only, chairs moved so not facing/ close.</p> <p>Reception staff trained in how to deal with visitors, using sanitizer etc</p> <p>.</p> <p>.</p>			
Cleaning	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Waste is removed at the end of each day and during where possible (cleaning company employed to empty bins at lunchtimes).</p> <p>In the case of a suspected COVID-19 case presenting in school, cleaning will be carried out in line with COVID-19: cleaning of non-healthcare settings</p> <p>External cleaning companies will supply an updated Risk Assessment reflecting any changes.</p>	<p>Guidance to be established and published on what to do in the event of known or suspected COVID-19 case in the workplace.</p> <p>Use of high touch items such as printers – guidance given to sanitize and to complete after school/ in morning to minimise</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>Building cleaning been reviewed – cleaner on during day and periodic cleaning of shared areas (i.e. between uses) by education staff and pupils.</p> <p>All equipment is cleaned between uses. Safe, disposable materials to be provided for employees to use.</p> <p>Suitable cleaning materials available to all staff.</p> <p>Frequent cleaning of regularly touched surfaces, objects such as door handles by class staff and cleaning staff twice a day.</p> <p>External disposal of waste using clinical (yellow) and tiger bags. Double bagging where not able to.</p>	<p>risks.</p> <p>All staff will be involved in cleaning in some way, within the bubble in which they teach, including touch surfaces and shared equipment. They are trained and provided with any necessary PPE.</p> <p>Dedicated and competent cleaners are employed to undertake cleaning using hazardous substances and deep cleans.</p>			
Hygiene, handwashing, sanitation facilities and toilets	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Posters are displayed in order to build awareness of handwashing techniques and hygiene protocols e.g. avoid face touching, binning tissues etc.</p> <p>Hand sanitisers is provided in multiple locations.</p> <p>All persons to wash hands for 20 seconds with soap and water when entering the building.</p> <p>Alcohol hand sanitizer (60% alcohol volume) provided in frequently used areas.</p> <p>Hand washing for pupils to be monitored, and actions such as increased cleaning to be taken where hygiene standards are not sufficient.</p> <p>Tissues and bins provided in class. Lidded bins in communal areas.</p> <p>Hand hygiene reiterated during lesson times.</p>	<p>Toilet cleaning schedules to be reviewed and monitored. The most used facilities to be cleaned more frequently.</p> <p>Guidance on using toilet facilities to be identified and to be shared with staff to achieve social distancing.</p> <p>Enhanced cleaning regime for door handles, bolts, taps and any other objects that could be touched by hands.</p> <p>Supervised toilet visits for pupils where appropriate. Limit number in facilities at one time.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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Goods handling, deliveries and onsite vehicles.	Risk of COVID-19 transmission.	Staff Visitors	Hand sanitiser for office staff handling deliveries.	Hand sanitiser to be provided for use in pool/shared vehicles and by cleaning staff.	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Personal Protective Equipment and face coverings	Risk of COVID-19 transmission.	Staff	<p>Use of face coverings on buses and into main school. All children and adults can wear if wanted throughout day. Required use in communal areas (not enforceable as per guidance).</p> <p>PPE available in school; school use LA for additional emergency PPE and local supplier for hand sanitizer/ hand wash.</p> <p>Wearing a face covering or face mask in school or other education classroom settings is not recommended by Government. Schools are now required to introduce the wearing of face coverings – for students, staff & visitors – in communal areas of the School building and where the layout of the school or college site makes it particularly difficult to maintain social distancing when staff and students are moving around the premises;</p> <p>Face coverings need to be worn correctly to be effective, therefore clear instructions are provided to staff and students on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission;</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully;</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or</p>	<p>Guidelines on safe use of face coverings is sign pointed to staff via YouTube video.</p> <p>Where face coverings are used, communication to parents/ pupils via call and letter.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>impairment, or disability, or if staff are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.;</p> <p>Students over 11 years of age, and adults must wear a face mask/covering whilst on dedicated school transport or when on public transport.</p>				
Shift patterns and working groups	Risk of COVID-19 transmission.	Staff	<p>Use of meeting rooms in controlled by SLT – main room is HT office.</p> <p>No shift patterns, normal hours.</p>		Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Work related travel and Educational Visits	<p>Risk of COVID-19 transmission.</p> <p>Reliance on the visit environment being kept clean and appropriately cleaned.</p> <p>Visits to areas subsequently designated as a COVID 19 ‘hotspot’.</p>	Staff Pupils Public	<p>All except non-essential visits have been cancelled, postponed or remote option have been implemented.</p> <p>Social distancing measures are applied to visits where possible – at moment only regular scheduled visits to Dinedor, farm and work placements plus occasional local trips – individually risk assessed with reference to COVID. Update: lockdown November 2020, curriculum modified so trips will take place in Spring/ Summer term.</p>	<p>Shared vehicles to be cleaned between shifts/handover.</p> <p>Risk assessments will be completed for educational visits.</p> <p>Risk assessments for regular visits must be updated to take COVID-19 precautions and guidance in to account.</p> <p>If a School decides to make a trip into Wales, the local restrictions in that jurisdiction should be consulted before travel.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Communication and training	Risk of COVID-19 transmission.	Staff	<p>Clear, consistent and regular communication methods are in place.</p> <p>Employees and Trade Unions are engaged and involved in developing safe working measures. NEU guidance displayed and NEU representative met to discuss.</p> <p>Changes to existing practices are discussed and agreed with Trade Unions and HR – Hoople.</p>	<p>Employees to receive communication and training prior to returning to work.</p> <p>New procedures to be communicated to employees.</p> <p>Regular review and monitoring of measures to be scheduled.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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			<p>Employees’ mental health is a key focus and support measures have been identified, implemented and continually reminded. Open door policy and reminders from HT.</p> <p>Communication strategy has been established to ensure that all employees are updated regularly: face to face meetings once per week and email bulletins daily (in September this will reduce to as and when required for new guidance/ incident).</p> <p>November – this is usually once per week or more often if national guidance changes, plus email bulletins at least twice a week.</p> <p>Risk assessment updated every two weeks and displayed on door and in office.</p>	<p>Communication materials including images to be available in different formats/languages where appropriate.</p> <p>Risk assessment to be shared with staff.</p>			
Music Provision	Risk of transmission via shared instruments, singing, chanting, etc.	Staff Pupils	<p>Classrooms arranged to avoid pupils facing each other. Limiting participation to that class or bubble</p> <p>Using areas of school with high ceiling or playing outside whenever possible.</p> <p>Back to back or side by side seating layout.</p> <p>Music classes not using wind instruments, shared instruments sanitised and wiped between users, all to sanitize hands before and after use.</p>	<p>Ensure good ventilation where outdoor classes are not possible.</p> <p>Shows/assemblies to be avoided. Secondary hall large enough for short assemblies with doors open.</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Physical Activity/PE	Risk of transmission via contact sports and shared equipment.	Staff Pupils	<p>Risk assessments for off-site facilities reviewed, and procedures in place in off-site facilities followed – use of Dinedor good practice as outside facility.</p>	<p>Classes taken outside where possible.</p> <p>Limited recreational contact sports allowed in bubble. PE delivery reviewed and sports may be taught out of sync.</p> <p>No sharing of equipment, and thorough cleaning</p>	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

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				arrangements between uses.			
Behaviour	Students putting selves and staff at risk by not following social distancing guidance. Staff not following guidance	Staff Pupils	Pupils go through expectations on first day – masks in corridors and on buses, regular hand washing and sanitising. Remind staff regularly – posters, verbally.	Any pupil who fails to comply with this will be asked to go home if they continue to not follow guidance. Staff to all take ownership of shared responsibility – remind each other.	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Testing	Lateral flow testing available for all staff (at least once weekly) and secondary pupils	Secondary pupils, staff	Designated spaces. MP, JG and WR trained in giving tests. Double bag and yellow hazard box for bio waste.	Open windows 1 at a time Administer own test and keep on self for 30 minutes Class bubbles at one time	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing
Positive test result – LFT	Transmission risk to testers.	Named personnel – WR, ST, MP, JJ, JH	All named staff to have training. Named staff to wear full PPE provided as per guidance and follow training/ guidance. In case of positive test, PPE disposable as normal, personnel to leave site and return home. Shower/ change clothes before returning.	Guidance from PHE PHE training for 6 named staff	Jan 2021	MP/ JH/ JG/ WR all staff	Ongoing

Initial Assessment Review Date 20/7/2020 14/08/2020 01/09/2020 13/09/2020 5/10/2020 15/10/2020 02/11/2020 09/11/2020 13/11/2020 20/11/2020 7/12/2020 04/12/2021 06/1/2021	Risk Assessment assessed, reviewed by the following competent person below:	Tasks and control measures agreed by: Whole staff and Board July 2020 Verbal updates and copy sent to Chair Redistributed entirely Jan 2021
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RISK ASSESSMENT – Operational School Day During lockdown period Tier 4 from January 2021

12/01/21 14/01/21 20/01/21		
Name (PRINT)	Board of Governors Representative: TIM MANSON (CHAIR)	Name (PRINT): Headteacher MICHELLE PARKES
Signature:		Signature: Date: 14/01/2021
Next Review Date: 06/01/2021 when update about testing	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health. You should review your risk assessment:</p> <ul style="list-style-type: none"> • if it is no longer valid • if there has been a significant change 	

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

COVID PROTECTION CONTROL MEASURES CHECKLIST

School Name:		Yes	No
General Management	Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read.	x	
	Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils?	x	
	Can you confirm that you have shared your schools local COVID-19 policy or procedures with staff and parents	x	
Minimise contact with individuals who have COVID-19 symptoms	Can you confirm you have advised staff/parents/pupils/suppliers not to attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case?	x	
	Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household)	x	
	Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period	x	
	Can you confirm you are aware of local testing arrangements for staff	x	
	Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils)	x	
	Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to guidance (go home/await collection by a member of their family or household).	x	
Frequent hand cleaning	Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving.	x	
	Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently	NA	
	Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available?	x	
Good respiratory hygiene	Can you confirm sufficient access to tissues for coughs or sneezes and availability of lidded bins for tissue waste ('catch it, bin it, kill it').	x	
Regular cleaning of settings	Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children	x	
	Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned	x	
Appropriate use and supply of PPE	Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home?	x	
	Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils?	N/A	
	Can you confirm you have trained relevant staff how to use appropriate PPE Signposted to video .	x	
	Can you confirm you have a procedure for dealing with waste from PPE Bag in plastic bag in PPE cupboard	x	
Minimising contact &	Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact	x	

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

mixing (social distancing)			
	Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible.	x	
	Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time	x	
	Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying staggered lunch breaks, use of toilets and other facilities.	x	

Sources of information for completing your risk assessment

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> - Guidance on managing the school premises during COVID-19.

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak> - Guidance on attendance in education during COVID-19

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing> - Guidance on teaching about mental health.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august> – Guidance on shielding and protecting extremely vulnerable persons.

<https://www.info.gov.hk/info/sars/en/useofbleach.htm> - information on the safe use of bleach.

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm> - Information on cleaning your workplace to reduce risk from Coronavirus.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> - Advice on the phased return of outdoor sports and recreation.

<https://www.youthsporttrust.org/coronavirus-support-schools> - Resources to support in the delivery of PE and sports.

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> - Guidance on the provision of food in schools and other food businesses.