

Risk Assessment – Operational School Day During COVID-19

Location: The Brookfield School		Activity: February plan (lockdown but falling rate)					
Task/Equipment/Materials/Activities	Hazard	Who is at risk?	Current Control Measures	Additional Requirements	By When?	By Whom?	Completion date
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 transmission.	Pupils Staff	<p>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.</p> <p>Bubbles in class – 50% secondary, 75% primary. Bus bubbles 6 pupil on bus. Rotas in place and monitored weekly.</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>	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.	Feb 2021	MP/ JH/ JG all staff	Ongoing – await further instruction Nat Gov
Intervention resuming (dual registered children)	Increased risk of transmission as they attend two settings	Pupils Staff	<p>Letter to all parents with specific note about intervention</p> <p>Intervention due to start back April 2021 depending on staffing numbers.</p>	Test and trace requirement JH to ring all parents and remind	April	MP/ JH/ JG all staff	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 on 5 November 2020. They will be offered the opportunity to work from home or stay away from School;</p> <p>Where a student is unable to attend School because they are complying with clinical and/or public health</p>	Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.	Reviewed each month	MP/ JH/ JG all staff	Ongoing

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			<p>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;</p> <p>Pregnant women at 28 weeks advised to work from home.</p>				
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 control measures.	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 Sep 2020 of being conscious of fire safety. Ventilation update November 2020.</p> <p>H and S group set up January 2021. Feb 2021 H and S report feedback – action plan produced.</p>	Accident reporting arrangements are reviewed, to ensure all incidents and accidents are reported appropriately following a period of relatively low incident occurrence.	Feb 2021	MP/ JH/ JG all staff	Ongoing
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	<p>Laptop users trained to carry out own DSE assessment for use away from office (none anticipated under current arrangements, may change).</p> <p>Where possible, laptops should be used with separate screen, keyboard and mouse.</p>	<p>Remote workers self-assessment</p> <p>All employees to re-assess their working station on return</p> <p>Check that identified actions from self-assessment are followed up ASAP</p> <p>Line managers to monitor to ensure staff continue to get breaks away from the computer</p>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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				Staff working from home to take additional screen breaks if not able to work at a DSE compliant workstation.			
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	<p>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.</p> <p>Staff can talk to supervisors or manager if they are feeling unwell or ill at ease about things at work.</p> <p>Providing support for workers around mental health and wellbeing (NHS Wellbeing phone line or referral to Occ Health)</p> <p>Regular channels of communication such as school website 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>School nurse in end March to reiterate hygiene.</p>	<p>Sharing and discussing risk assessment with employees to reassure and take feedback.</p> <p>Staff/Parent/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible.</p> <p>Holidays taken during term breaks have been discussed with staff, due to the 14-day self-isolation requirement. Staff understand potential consequences and leave will be unpaid unless extenuating circumstances in line with Hoople recommendations. Arrangements put in place for staff who face unavoidable quarantine arrangements arising from COVID-19 – potential high risk/ medical advice shielding, at moment low but individual risk assessment.</p>	Feb 2021	MP/ JH/ JG all staff	Ongoing
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>	Weekly inspection by qualified person (C) to be carried to ensure fire safety equipment is in good working order and	Updated Nov 2020, works carried out on site	MP/ JH/ JG all staff CH	Ongoing

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		tors	<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>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>	October 2020		
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>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 also our additional guidance. Weekly calls where transport changed.</p>	<p>Car pools discouraged and public transport – most walk/ car.</p> <p>Maximum one parent/guardian to accompany children.</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>	Feb 2021	MP/ JH/ JG all staff	Ongoing
Parking vehicles and bicycle storage	Risk of COVID-19 transmission.	Staff Pupils Parents Visitors Contractors	<p>Increase bike storage where necessary: 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>		Feb 2021	MP/ JH/ JG all staff	Ongoing

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			Vehicles entering/leaving carpark are controlled to avoid congestion – 1 member of team with Hi Vis. WR monitor. Reminders sent Jan 2021.				
Arriving and leaving work/school	Risk of COVID-19 transmission.	Staff Parents Pupils	Hand sanitisers are available at all entry points. Hand washing or sanitiser upon arrival established. Pupil handwashing is supervised and allocated.	Staggering of arrival times/leaving times to be implemented. Individual storage for clothing /bags to be identified. Doors left open to reduce use of handles.	Feb 2021	MP/ JH/ JG all staff	Ongoing
Moving around the building.	Risk of COVID-19 transmission.	Staff Pupils contractors	Breaks are timed to minimise high numbers. Staff room – 3 people at any one time. Additional seating used outside. Poster display. 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 – restaurant rule!	Lift access to be restricted to disabled employees and those with specific conditions or need only. At moment no one identified.	Feb 2021	MP/ JH/ JG all staff	Ongoing
Use of classrooms and offices	Risk of COVID-19 transmission.	Staff Pupils	Review of room layouts to allow people to work further apart from each other. Movement of specialist teachers around the school to be limited – remain in bubbles (review 22/2/21) All classrooms and offices have ventilation. 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	Mark areas to help to maintain social distancing. Staff and pupils will be provided with their own stationary and supplied where this is possible. With ventilation being maximised, students and staff are encouraged to wear extra layers of clothing to ensure	Feb 2021	MP/ JH/ JG all staff	Ongoing

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			<p>windows and doors should be opened to maximise the throughput of fresh air.</p> <p>Bins in classrooms and offices should be 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>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>			
Meetings	Risk of COVID-19 transmission.	Staff Visitors Contractors	<p>Remote tools are used to reduce the need for face-to-face meetings where appropriate.</p> <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 16)</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>Each meeting room to be sign posted informing maximum 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>	Feb 2021	MP/ JH/ JG all staff	Ongoing
Common Areas	Risk of COVID-19 transmission.	Staff Pupils	Use of outside break areas, or lunch taken at desks.	Create additional break areas where possible.	Feb 2021	MP/ JH/ JG all staff	Ongoing

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		<p>Visitors Contractors</p>	<p>Seating has been configured to reduce capacity and reduce face-to-face interactions.</p> <p>Minimise visitors – essential only. Teams used.</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. Investigate misting device.</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>			
<p>Break Times, outdoor areas, Breakfast and Lunch.</p>	<p>Risk of COVID-19 transmission</p>	<p>Staff Pupils</p>	<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 - hall to be used by three classes maximum with increased distance.</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 or phase assemblies – use online platforms.</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 but in bubbles.</p>	<p>Feb 2021</p>	<p>MP/ JH/ JG all staff</p>	<p>Ongoing</p>

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<p>Accidents, security and other incidents</p>	<p>Risk of COVID-19 transmission.</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Accident reporting procedure is in place.</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 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>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> <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>	<p>Feb 2021</p>	<p>MP/ JH/ JG all staff</p>	<p>Ongoing</p>
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			<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>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</p>				
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			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).				
Visitors and contractors	Risk of COVID-19 transmission.	Staff Parents Visitors Contractors	<p>Remote contacts are encouraged and enabled as far as possible.</p> <p>Clear social distancing floor markings are in place for queues.</p> <p>Hand sanitiser is provided for visitors.</p> <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.</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>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> <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>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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			<p>School will suspend parents & care visits for</p> <ul style="list-style-type: none"> • New admissions • Settling in children new to the setting. • Attending organised performances. 				
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>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>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 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>	Feb 2021	MP/ JH/ JG all staff	Ongoing
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>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>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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			<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>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>			
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.	Feb 2021	MP/ JH/ JG 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. Encouraged use in communal areas.</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 on buses, in communal areas and in class if desired, is encouraged.</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.</p>	<p>Guidelines on safe use of face coverings is sign pointed to staff via YouTube video and posters.</p> <p>Where face coverings are used, communication to parents/ pupils via call and letter.</p>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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			<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully, PPE provided for all pupils (disposable).</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 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 unless exempt.</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>		Feb 2021	MP/ JH/ JG 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, 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 are completed for educational visits.</p>	Feb 2021	MP/ JH/ JG 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</p>	<p>Employees to receive communication and training prior to returning to work.</p>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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			<p>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’ 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>January – 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>New procedures to be communicated to employees.</p> <p>Regular review and monitoring of measures to be scheduled.</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>January – music lessons confined to Primary setting.</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>	<p>September 2020</p> <p>November 2020</p> <p>January 2021</p>	MP/ JH/ JG all staff	Ongoing
Physical Activity/PE	Risk of transmission via contact sports and shared equipment.		<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</p>	Feb 2021	MP/ JH/ JG all staff	Ongoing

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				sports allowed in bubble. PE delivery reviewed and sports may be taught out of sync. No sharing of equipment, and thorough cleaning arrangements between uses.			
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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 18/01/2021 17/02/2021	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
Name (PRINT)	Board of Governors Representative: TIM MANSON (CHAIR)	Name (PRINT): Head of School MICHELLE PARKES
Signature:		Signature: Date: 17/02/21
Next Review Date: 22/02/21 if Gov make announcement	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: <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		
	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.