

## COVID-19 School Risk Assessment (H&S Update – September 21)

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
<b>Site Address/Location:</b>	The West Park Academy	<b>Department/Service/Team:</b>	Whole school
<b>Note:</b> A person specific assessment <b>MUST</b> be carried out for medically vulnerable young persons and adults, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight; checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via email, Teams calls, Class Dojo, telephone calls, school text message</p> <p>Changes to school arrangements will be communicated to parents via text and Class Dojo</p> <p>Changes to pupil arrangements / requirements</p>	Yellow	Green	Green	<p>Mark Nunn(Principal) will be responsible for checking government guidance daily. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Mark Nunn will continue to check Government guidance on a daily basis. Staff will be notified in good time– this will be done via Teams or in the hall. Where appropriate, guidance will be sent through the communication mediums described under existing control measures.</p>	Mark Nunn	Daily	Ongoing	Yellow	Green	Green
						Mark Nunn	Daily	Ongoing	Yellow	Green	Green	

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		to be communicated and reinforced via Head Teacher / Teachers.	Yellow	Green	Green				Yellow	Green	Green	
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	If a child is deemed clinically vulnerable, parents <b>MUST</b> follow medical advice provided for their child.  Identify pupils who are clinically vulnerable.	Green	Red	Red	Mark Nunn, Chris Baker and Sally Bowler will speak to individual parents of children in this category, if and when necessary, and advise them to gain medical advice before sending their children back to school	Mark Nunn/Chris Baker/Sally Bowler	August 21	Ongoing	Green	Red	Red
		Chris Baker (SENCo) to communicate appropriately with the most vulnerable children and health care plans updated where necessary. Sally Bowler to communicate with most vulnerable and CP cases.				Chris Baker/ Sally Bowler to speak to all children and parents on this list when appropriate. Class teachers to make regular contact if bubble has to isolate (as per contingency plans – Aug 2021)	Chris Baker, class teachers	Ongoing	Ongoing			
		Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.				Chris Baker to support class teacher to update care plans for any relevant children	Chris Baker	Sept 2020	Ongoing			
		Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.				Chris Baker to update relevant staff on updates to health care plans.	Chris Baker	Ongoing	Ongoing			
		Updated health care plans to be signed by parent / carer.				Chris Baker and class teacher to ensure parents have signed updated health care plans prior to children returning to school.	Chris Baker	1-4 September	28.8.20			
		Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create				Vicki Faulkner to ensure relevant PPE is restocked. Guidance on how to don and doff PPE and dispose safely has been provided and is	Vicki Faulkner	1st September	Ongoing			

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		airborne risk (e.g. suctioning and physiotherapy).				visible. Parents to be made aware of when PPE may be worn.						
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p><b>Clinically vulnerable individuals are advised to take extra care in observing social distancing and must follow the system of controls</b></p> <p>Identify staff who are clinically vulnerable. (Mark Nunn to keep a list)</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Arrangements implemented to support additional needs of staff attending school <b>MUST</b> be documented within an individual risk assessment (for example expectant mothers).</p>				<p>Staff members to be identified and medical details recorded on Scholar Pack.</p> <p>Risk assessment completed for identified individual staff members.</p> <p>Pregnant staff members to follow advise from the midwife and health practitioners.</p> <p>Mark Nunn to communicate regularly and annotate individual risk assessment when required.</p> <p>Government guidance shared on Teams.</p> <p>Mark Nunn and Chris Baker to keep up to date with advice on medical needs.</p>	Mark Nunn	31 <sup>st</sup> Aug	Ongoing			
							Mark Nunn	Sept 1 <sup>st</sup>	Ongoing			
							Mark Nunn	Ongoing	Ongoing			
							Mark Nunn	Weekly	Ongoing			
							Mark Nunn/	25 <sup>th</sup> Aug	Ongoing			
							Mark Nunn/	Ongoing	Ongoing			

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							Chris Baker					
Staff / pupils living with a clinically vulnerable person.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Pupils or staff living with someone who is clinically vulnerable including those who are pregnant can attend their education or childcare setting.</p> <p>Pupils or staff living in a household with someone who is clinically vulnerable it is advised they attend their education or childcare setting</p> <p>If you or anyone in your household has symptoms that may be caused by COVID-19, then you should avoid contact with other household members as much as possible.</p> <p>Where possible, arrange for the vulnerable person to move out of your home, aim to keep 2m away from the clinically vulnerable person, use a separate bathroom and shared areas, where possible.</p> <p>Not all of these measures will be possible if you are living with children, but keep following this advice to the best of your ability.</p>				<p>Mark Nunn to be made aware of children &amp; staff members living with extremely/clinically vulnerable people.</p> <p>Children and staff to follow guidance, where possible:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov</a></p> <p><del>Offer for staff to work from home, when possible</del>  All staff to resume contractual obligations and follow the measures in place.</p>	Mark Nunn	Ongoing	Ongoing			

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		Updated guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>										
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Mark Nunn (Principal) to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.</p> <p>Government advice: You will not be legally required to self-isolate if you test positive for COVID-19. Stay at home if you can and avoid contact with other people.</p> <p>You will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19.</p> <p><b>West Park advice:</b> If you test positive for Covid, you should isolate for 5 days from the date when symptoms commenced (Feb 2022)</p>				<p>Staff absences through COVID19 symptoms to be monitored, ensuring that correct self-isolating duration is adhered to or until confirmation of negative test result is received.</p> <p>Mark Nunn and Chris Baker to keep up-to-date with 'Stay at home' guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>Mark Nunn</p> <p>Mark Nunn/</p>	<p>Sept 1<sup>st</sup></p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p>			

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Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Loss of taste /smell</li> </ul> <p>Symptomatic child will be moved to a sheltered outdoor area which is used as the isolation area until parent arrives, suitable PPE <b>MUST</b> be worn with a symptomatic student, if a distance of 2m cannot be maintained.</p> <p>Staff supervising pupils in isolation <b>MUST</b> maintain a distance of 2m, where possible. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE <b>MUST</b> be worn.</p> <p>A suitable isolation area should be set up in school.</p> <p>Parent / Carer of symptomatic child to be</p>				<p>Staff to be reminded of symptoms and protocols during 31<sup>st</sup> August 'Inset Day' and then when appropriate</p> <p>Chris Baker (Vice Principal) will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible and if not outside);</p> <ul style="list-style-type: none"> <li>• A room with a door that can be closed</li> <li>• Supervision provided for pupil(s) at the door/outside of in the isolation area.</li> <li>• A window available and opened for ventilation.</li> <li>• Appropriate PPE</li> <li>• Access to a separate bathroom (in case needed whilst awaiting collection) if possible</li> <li>• An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school, where possible.</li> <li>• A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used).</li> <li>• Signage displayed to indicate the isolation area advising “no entry”.</li> <li>• A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 10 days.</li> </ul> <p>If it is not possible to isolate individuals, they <b>MUST</b> be moved to an area which is at least 2m away from other people.</p>	Mark Nunn	Weekly	Weekly			
						Chris Baker	By 1 <sup>st</sup> Sept	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with <b>MUST</b> be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance <b>MUST</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> </ul>				<p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• A face mask</li> </ul> <p>If contact with the child is required, then additional PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Apron</li> <li>• Face mask</li> </ul> <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Apron</li> <li>• Face mask</li> <li>• Eye protection</li> </ul> <p>Vicki Faulkner to restock relevant PPE to locations when required. Guidance on how to don and doff PPE and dispose safely has been provided and is visible.</p> <p>Cleaning of non-healthcare settings  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Mark Nunn/ Vicki Faulkner	31 <sup>st</sup> Aug	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</li> </ul>										
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>A new continuous cough, or</li> <li>A high temperature</li> <li>Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste)</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> go home.</p> <p>A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 44 10 days.</p>				<p><del>Staff to be reminded of symptoms and protocols during weekly briefing when appropriate. (Feb 2022)</del></p> <p><del>Record of all people that a staff member suffering from COVID symptoms has been in contact with to be held by the Principal Feb 2022</del></p> <p>Tests (10 tests) held in school for parents to administer to pupils, in extreme circumstances. Record information when administered.</p>	Mark Nunn	Ongoing –	Ongoing			
							Mark Nunn	Ongoing	Ongoing			
							Vicki Faulkner	Ongoing	Ongoing			



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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with <b>MUST</b> be suitably cleaned and / or disinfected. The Government guidance <b>MUST</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins <b>MUST</b> be emptied regularly throughout the day.</li> <li>• Stored for at least 72 hours before it can be placed in</li> </ul>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.</p> <p><del>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</del></p> <p>All staff, pupils, contractors and visitors are required to wash their hands/sanitise at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with</li> </ul>				<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> <li>Before leaving home</li> <li>On arrival at school</li> <li>After using the toilet</li> <li>After breaks / sporting activities</li> <li>Before food preparation</li> <li>Before &amp; after eating any food (inc. snacks)</li> <li>Before leaving school</li> </ul> <p>Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water.</p> <p>Michelle Johnson will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p>	<p>All visitors</p> <p>Staff</p> <p>Michelle Johnson</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

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		<p>unwashed hands. Wash hands immediately after doing so.</p> <ul style="list-style-type: none"> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>Lidded bins <b>MUST</b> be used.</li> </ul> <p>Tissues provided in classrooms and bins with lids to promote good respiratory hygiene 'catch it, kill it, bin it'</p> <p>Where a sink is not nearby, hand gel (of at least 70% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p>				<p>Share key messages of hand hygiene with parents / pupils through use of prominently placed posters and through repetition by staff</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> <li>Sitting children at desks that are front facing and distanced, where possible.</li> <li>Adults to maintain a 2m distance from pupils, where possible.</li> <li>Ensuring everyone queues and eats further apart than normal – 3 separate hall spaces are being utilised. One bubble in the dining hall at a time</li> <li>Keeping apart when in the playground or doing any physical exercise – playground is segregated into year group bubble spaces</li> <li>Visiting the toilet one after the other, where possible</li> <li>Staggering break times</li> <li>Reinforcing the 'walk on the left' rule</li> <li>Avoiding unnecessary staff gatherings</li> </ul> <p>Social distancing for very young children will be harder to maintain.</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Staff who have opted in to take LFD test Sunday evening and Wednesday evening. Positive results reported to Mark Nunn (or Chris Baker in his absence).</p> <p>Lateral Flow Tests to be taken twice per week by staff. Positive results sent to Mark Nunn. To be</p>	All	Ongoing	From 1 <sup>st</sup> Sept			
						Mark Nunn	Ongoing	Ongoing				

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		LFD tests disseminated to staff who have opted in	Yellow	Red	Red	<p>reviewed in September 2021. LFT to only be used if symptomatic</p> <p>Social distancing measures that have been crossed out may be revisited in the event of an outbreak (see contingency plan)</p>		Ongoing	Ongoing	Yellow	Red	Red
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p><del>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</del></p> <p><del>Children, young people and staff to only mix in a consistent group.</del></p> <p><del>Small groups to remain up to 2m away from each other wherever possible.</del></p> <p><del>Pre-school children in early year's settings to continue to apply the staff to child ratios and use these to group children.</del></p> <p><del>Primary school year groups classed as one bubble.</del></p> <p><del>Consistent staffing structure, where possible.</del></p> <p><del>Desks front facing and spaced apart, where possible.</del></p> <p><del>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of</del></p>	Yellow	Red	Red	<p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> <li>• Avoid contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> <li>• <del>Minimising contact and mixing</del> Each year group has their own designated corridor. Each year group will enter and exit through different doors to avoid contact</li> <li>• <del>Staggered start and end times for the school day</del></li> <li>• <del>Class sizes are consistent bubbles</del></li> <li>• <del>Breakfast club are limited are separated into year group bubbles, where possible.</del></li> <li>• <del>Outside providers are consistent adults working in the same bubbles, where possible. Smaller groups (no more than 15) are catered for in sporting activities.</del></li> </ul> <p>Staff to wear masks in the corridor and areas when a 2m distance cannot be maintained.</p>	All	Ongoing	Ongoing	Green	Red	Yellow

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>the rooms at the end of the day.</p> <p><del>Consider seating students at the same desk on each day.</del></p>	Yellow	Red	Red				Green	Red	Yellow	
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day.</p> <p><del>Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.</del></p> <p><del>Outdoor fixed play equipment to be used by a consistent bubble and cleaned after use</del></p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors <b>MUST</b> not be propped open.</p> <p>Good ventilation to be practised. <del>At least one window to be open all day</del></p> <p>Bins for tissues have lids and be emptied daily. The risks from any hazardous substances used for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available.</p>	Yellow	Red	Red	<p>Michelle Johnson( Site Manager) will be responsible for checking stocks cleaning products and resources are available.</p> <p><del>Children provided with individual packs of stationery and other relevant materials to minimise transmission.</del></p> <p><del>Shared classroom resources to be cleaned after use.</del></p> <p>PE equipment— boxes created for each bubble. <del>Meticulous cleaning if used between bubbles.</del> <del>Equipment left for 48 hours (72 hours for plastic), where possible.</del></p>	Michelle Johnson	Ongoing	Ongoing	Green	Red	Yellow
						Teaching staff	Sept 1 <sup>st</sup>	Ongoing	Green	Red	Yellow	
						Teaching staff	Sept 1 <sup>st</sup>	Ongoing	Green	Red	Yellow	
						Adam Bailey	Sept 1 <sup>st</sup>	Ongoing	Green	Red	Yellow	

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.  Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.										
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p><del>Organise classrooms and other learning environments maintaining space between seats and desks where possible.</del></p> <p><del>Establish which lessons or classroom activities can take place outdoors.</del></p> <p><del>Review the school timetable:</del></p> <ul style="list-style-type: none"> <li><del>• Decide which lessons or activities will be delivered</del></li> <li><del>• Use timetable and selection of classrooms or other learning environments to reduce movement around school</del></li> </ul> <p><del>Avoid teaching activities which involve:</del></p> <ul style="list-style-type: none"> <li><del>• Passing items around a class</del></li> <li><del>• Circle time objects</del></li> <li><del>• Artefact sharing</del></li> </ul>				<p><del>Children provided with individual packs of stationery and other relevant materials to ensure there is no transmission. Books to be isolated.</del></p> <p><del>Suggested PE lessons which can take place without contact have been made available</del></p> <p><del>Year group bubbles allocated consistent rooms and toilets to minimise transition.</del></p> <p><del>Water bottles not to be stored in a confined space.</del></p> <p><del>Children and staff to walk on the left-hand side when moving through corridors.</del></p> <p><del>Parents informed about not sending children with additional items by Mark Nunn.</del></p> <p><del>Staff informed of activities to avoid.</del></p>	<p>Teacher s</p> <p>Teacher s</p> <p>Teacher s</p> <p>Teacher s</p> <p>All staff</p> <p>Middays</p> <p>Mark Nunn</p> <p>Mark Nunn</p>	<p>1<sup>st</sup> Sept</p> <p>1<sup>st</sup> Sept</p> <p>1<sup>st</sup> Sept</p> <p>1<sup>st</sup> Sept</p> <p>1<sup>st</sup> Sept</p> <p>26<sup>th</sup> Aug</p> <p>26<sup>th</sup> Aug</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>26.08.20</p> <p>26.08.20</p>			

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Gymnastics and contact PE activities.</li> <li>Singing loudly in groups larger than 15 children.</li> </ul> <p>Specific consideration <b>MUST</b> be given to the effect of school closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>Pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p>	Yellow	Red	Red				Green	Red	Yellow	

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>When working inside, pupils should be in year group bubbles, where possible, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance.</p> <p>Avoid the use of more than one bubble using outdoor fixed play equipment.</p> <p>Books to be isolated upon return from households before use by other children.</p>										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>On arrival</li> <li>Before / after break</li> <li>Before / after lunch</li> <li>Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough / sneeze into tissue</li> <li>Washing hands</li> </ul>				<p>Behaviour policy to be reviewed and amended, as necessary.</p> <p>Signage used to support effective handwashing techniques and good respiratory hygiene.</p>	Mark Nunn	1 <sup>st</sup> Sept	Ongoing			
							Mark Nunn	1 <sup>st</sup> Sept	1 <sup>st</sup> Sept			



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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Behaviour policy to be implemented where appropriate.										
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for parents to drop off / collect pupils to be reviewed <del>to enable social distancing (between parents and children).</del>				Parents provided with information about changes to pupil drop off / collection and timetable for the school day via text and Class Dojo. This information to be provided to parents prior to school reoccupation.	Mark Nunn	Aug 25 <sup>th</sup>	Ongoing			
		Parents / Carers advised only one individual to accompany children to the education / childcare setting.				<del>Separate drop off and pick up times and locations to be in place. Aug 21 – Separate drop off and pick up locations still in place</del>	Mark Nunn	1 <sup>st</sup> Sept	Ongoing			
		Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment which should be conducted safely).				Parents discouraged from entering school reception unless absolutely necessary. Aug 21 – Parents to be allowed back into reception, mask wearing to be encouraged	Mark Nunn/ Mark Nunn	1 <sup>st</sup> Sept	Ongoing			
		Arrangements for break times and lunch times <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings).				Dinner time arrangements ensure that all children are eating in separate areas and in year group bubbles.	Mark Nunn	1 <sup>st</sup> Sept	Ongoing			
		Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).				Assembly to be in classes & on Teams on a Friday Assemblies to resume in the Hall	All Staff	1 <sup>st</sup> Sept 1 <sup>st</sup> Sept	Ongoing			
		Consider one-way circulation around the building.				All staff meetings conducted on Teams Staff meetings to be held in the Hall/classrooms. Rooms to be well ventilated	Mark Nunn	31 <sup>st</sup> Aug	31.8.21			
		Rooms to be accessed directly from outside where possible.				Signage on entrances to remind parents of expectations of distancing.						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p><del>Avoid whole school assemblies and stagger assembly groups.</del></p>				<p><del>Staff encouraged to eat in separate areas and not with people who are not in their bubble</del></p> <p><del>Chairs in the staffroom to be spaced more than 2m apart. Dining tables in the staff room to be more than 2m apart and only used by people in the same bubble. Cleaning materials to be available for cleaning between usage.</del></p>		Sept 1 <sup>st</sup>				
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Local supply chains <b>MUST</b> be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>				<p>Vicki Faulkner will be responsible for checking stocks of PPE. Michelle Johnson is responsible for checking stocks of cleaning materials and hygiene products throughout the day.</p> <p>Vicki Faulkner will be responsible for ordering and sourcing stocks of PPE, Michelle Johnson will be responsible for ordering cleaning materials and hygiene products.</p>	Michelle Johnson	Ongoing	Ongoing			
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p><del>Avoid and discourage any unnecessary visitors to site.</del></p> <p><del>Avoid any contractor works unless emergency or essential.</del></p>				Mark Nunn (Principal)/ Vicki Faulkner	Mark Nunn / Vicki Faulkner	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p><del>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</del></p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• <del>Remove any touch screen or biometric check in or intercom which involves skin contact</del></li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• <del>Social distancing marking</del></li> <li>• Signage on gate / door advising of procedures</li> <li>• Inform of procedures via intercom</li> <li>• Frequent cleaning regime of hand contact points</li> <li>• Hand gel available</li> </ul>				Michelle Johnson (Site Manager) to conduct contractor induction and maintain a record.	Michelle Johnson	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Drop box for parents to return letters and other items.</li> </ul> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p>										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to consider any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) <b>MUST</b> be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors <b>MUST</b> not be propped open.</p>				<p>Michelle Johnson will be responsible for reviewing the fire risk assessment.</p> <p>Michelle Johnson will be responsible for updating any fire evacuation routes.</p> <p>Michelle Johnson will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Michelle Johnson will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Michelle Johnson/Chris Baker will be responsible for reviewing PEEPs regularly and amending support plans as required.</p>	Michelle Johnson	Ongoing	Ongoing			
							Michelle Johnson	Ongoing	Ongoing			
							Michelle Johnson	Ongoing	Ongoing			
							Michelle Johnson	Ongoing	Ongoing			
							Michelle Johnson /Chris Baker	Ongoing	Ongoing			
								1 <sup>st</sup> Sept	01.09.20	Ongoing		

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email/Teams</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>										
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and	Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.				Adequate number of first aiders present at all times.	Mark Nunn	Aug 25 <sup>th</sup>	Ongoing			

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				Adam Bailey and Kerry Howard to ensure 1 <sup>st</sup> aid kits are suitably stocked.	Adam Bailey and Kerry Howard	1 <sup>st</sup> Sept				
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p>				No further action required beyond those already stated						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.										
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							<b>Review Date (Step 5):</b>					
<b>Assessors Signature:</b> Mark Nunn			<b>Date:</b> 25.2.22		<b>Authorised By:</b>				<b>Date:</b> Reviewed Feb 2022			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	

Likelihood of Harm Occurring

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
<b>High</b>	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.