

COVID-19 Risk Assessment

Trust: Enhance Academy Trust		Academy: St Helen's CE Primary School	
Date of Assessment:	28/08/2020	Assessed By: Eddy Baird (HoS) and Louise Sennett (EHT) (detail all involved)	
Date Authorised:		Authorised By: Fr Robert Hart (CoG) (detail all involved)	
Date Communicated	07/09/2020	How Communicated?	Staff meeting and Emailed to all staff/Governors
Planned Review Date:	30/09/2020	Date Reviewed:	Reviewed By: (detail all involved)

Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 20 July 2020 more than 14.476 million cases had been reported worldwide resulting in nearly 606,000 related deaths.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed: Employees and pupils, parents, contractors or visitors. Employees and their family members.	How might people be harmed Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.
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Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criterion is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence						
				1	2	3	4	5		
without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High

with controls	Possible (3)	High (4)	Medium (12)	
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Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Future Controls / Comments
<p>Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> Government guidance relating to schools is reviewed at least once per day by the Trust and key messages sent to Executive Headteachers and/or Business Managers via email or virtual meetings. Trust subscribes to the Government's Covid-19 guidance releases and updates service. Actions for schools during the coronavirus outbreak Trustees are made aware of any guidance that may require changes to the way we operate. Staff are kept aware of the guidance and revised procedures issued if needed by emailed updates from the Executive Headteacher and social distanced staff briefings. Parents and carers are kept aware of the impact of the guidance on school by letters from the Executive Headteacher, emails via class dojo and social media alerts. Staff are made aware of the guidance on PPE and on when to use it. Staff have been told by the Executive Headteacher that they are allowed to wear PPE at other times if they choose to. This will be explained to in the INSET on Monday 7th September. Procedures to review compliance with guidance have been in place since 23 March and have been amended and extended on 1 June and again September 2020. Records of those who have attended and visited school are kept in case persons need to be contacted. 	<p>Low</p>	<ul style="list-style-type: none"> Staff are informed of any relevant new information as soon as possible by the Executive Headteacher and of the systems of controls in the guidance. Pupils, parents, carers, etc. are informed of any relevant information prior to pupils returning to school by letters from the Executive Headteacher, emails via class dojo and social media alerts. Pupils, parents, carers, etc. are kept informed of any relevant new information as soon as possible by the Executive Headteacher. Staff should be alert for anyone displaying the symptoms of COVID-19 (e.g. fever, continuous cough or loss of sense of taste/smell) and report their concerns to the Executive Headteacher immediately as they need to be isolated and sent home as quickly as possible and arrange a Covid-19 test. Social distancing should be applied wherever possible. However, it is recognised that this will be difficult and procedures that minimise contact between individuals and between bubbles/classes must be followed in all settings at all times. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce this message. Staff are to keep reminding themselves and pupils to clean their hands thoroughly and follow the 20 second handwashing technique ensuring that this is incorporated at regular intervals in the daily routine. This needs to be done more often than normal including before going into the classroom/designated area first thing, breaks and whenever they have moved around the school/playground. Staff and pupils are encouraged to follow good respiratory hygiene procedures – the “catch it, bin it, kill it” approach and bins must be emptied in a safe manner regularly. The enhanced cleaning procedures must be followed especially for the cleaning of frequently touched surfaces/objects. Appropriate PPE must be worn where necessary.

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<p>The appropriate procedures are not followed if someone who has attended the school has symptoms</p>	<p>High</p>	<ul style="list-style-type: none"> Parents and pupils are told not to attend school if they or any of their family have symptoms and are advised to follow the latest government guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Staff are given the same message SLT are also aware of the guidance given specifically to schools in relation to self isolating and getting tested. In addition they have been give guidance on the need to respond swiftly if someone who has attended school tests positively and how this links to the local health protection team and the test and trace procedures. SLT are aware that additional guidance will be given by the local health protection team. 	<p>Med</p>	<ul style="list-style-type: none"> Staff will be vigilant in identifying anyone with potential symptoms and have been told to err on the side of caution. Staff will be provided with refresher notes and updates as they are received Cases in the local area will be monitored and additional alerts issued if appropriate
<p>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators</p>	<p>High</p>	<ul style="list-style-type: none"> Schools have been open since 23rd March and procedures for using facilities to keep them functional have been followed Scheduled maintenance and servicing is being kept up to date Normal beginning of term checks on compliance list have been undertaken Staff will be in school before any pupils arrive in September to check and use facilities 	<p>Low</p>	<ul style="list-style-type: none"> Daily, weekly, termly and scheduled maintenance are being continued in accordance with existing arrangements. The maintenance and testing for key items and systems will follow normal routines including: <ul style="list-style-type: none"> Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. Gas and heating systems including supplies to kitchens and classrooms. Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. Kitchen/catering equipment. Security systems including the intruder alarm, access control system and CCTV. Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems). Trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.
<p>Transmission of COVID-19 by ventilation systems</p>	<p>High</p>	<ul style="list-style-type: none"> Ventilation is generated by the use of doors and windows and these have been used to maximum effect without compromising security and safeguarding Air extraction systems in use in toilets and kitchens have been kept in use since 23rd March 	<p>Low</p>	<ul style="list-style-type: none"> Windows and doors are being opened and used to create natural ventilation where safe to do so

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Vulnerable & extremely vulnerable pupils may be exposed to COVID-19 if attending the school	High	<ul style="list-style-type: none"> From 1 August 2020 the shielding rules changed and the majority of pupils are now able to attend school. Vulnerable pupils have been identified by the Executive Headteacher but to date numbers have been low. Specific guidance has been prepared for these pupils in accordance with public health advice SLT fully investigates the reasons why any pupil cannot attend school 	Med	<ul style="list-style-type: none"> Care plans for vulnerable pupils are reviewed weekly. The plans are flexible aimed at allowing the pupil to attend school Any additional medical provision or personal protective equipment needed for vulnerable pupils is available. All staff have been provided with relevant information and training in respect of clinically vulnerable pupils that they may come into contact with by the Executive Headteacher. Staff and pupils are reminded and trained in the prevention measures within Government guidance Vulnerable children who are unable to attend school as they are complying with clinical or public health advice will be given access to remote education
Vulnerable & extremely vulnerable staff may be exposed to COVID-19 if attending the school	High	<ul style="list-style-type: none"> From 1 August 2020 the shielding rules changed and the majority of staff are expected to return to work. Vulnerable members of staff have been identified by the Executive Headteacher. Specific work plans have been agreed for these staff that allow them to maintain social distancing where possible or in some cases to work remotely. When a vulnerable member of staff is working in school a specific risk assessment has been agreed by the Executive Headteacher and additional social distancing measures are in place. 	Med	<ul style="list-style-type: none"> Vulnerable staff are supported to work from home where possible. Where it is not possible, or the member of staff has asked to work in school, a risk assessment is carried out and acted upon before they commence work. Any additional medical provision or personal protective equipment needed for vulnerable members of staff will be provided. Staff are provided with relevant information and training in respect of vulnerable colleagues to support social distancing measures within school

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<p>Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff have been trained in new procedures and these are in line with government guidance. There are email updates from the Executive Headteacher and weekly social distanced staff meetings • Parents and pupils have been informed of revised school drop off; collection; catering; social distancing and class arrangements. • Staff, pupils and parents have been informed of hand washing procedures; made aware of avoiding touching their face; catch it, bin it, kill procedures; and the need to socially distance whenever possible. FAQ sheet provided to staff (See appendix), website, and when children return. • Cleaning and cleansing materials, and where appropriate PPE, is readily available and bins are emptied frequently (twice a day, or when required if full). • Behaviour policy has been updated and distributed to parents and staff. Sanctions for amendments to the policy due to Covid-19 are made clear. 	<p>Low</p>	<ul style="list-style-type: none"> • Staff to keep reminding pupils of the correct hand-washing procedures to pupils and ensure that hand-washing time is built into the daily routine (e.g. on arrival, before and after breaks and before leaving school). School day is planned to include regular reminders and each class has been provided with hand sanitiser. • Staff to keep re-inforcing the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands, the “Catch it, bin it, kill it” procedure and the need to social distance whenever possible. Signage to this effect to be provided. As stated in previous bullet points, all staff have been taught the new hygiene rules based on the current guidance. • This risk assessment has been provided to staff and they have signed to acknowledge they have read and understood it. • This risk assessment is published on the school website and parents/carers should be advised how they can access it. • Alcohol based hand sanitiser gel points are provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. • All persons are instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided. • Tissues are provided for personal use in all rooms. • Staff and pupils are encouraged to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. • Appropriate disciplinary action will be taken against pupils, parents and staff who do not follow the required practices and procedures.
<p>Staff or pupils attending the school and living with vulnerable people could introduce COVID-19 to their family home</p>	<p>High</p>	<ul style="list-style-type: none"> • Pupils and members of staff living with vulnerable people have been identified by SLT and additional precautions taken 	<p>Med</p>	<ul style="list-style-type: none"> • Members of staff living with vulnerable people have had an additional risk assessment and safer working roles and procedures agreed

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<p>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</p>	<p>High</p>	<ul style="list-style-type: none"> Pupils, parents and members of staff have been told not to attend school if they display symptoms of COVID-19. They have been told to stay at home, self-isolate as per current government guidance and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen) this has been relayed to parents through FAQ  FAQ V2 September 2020 - St Helen's.docx letter and via class dojo. Staff have been made aware of the symptoms and been instructed on what to do if they, or a pupil, display any of the symptoms, this has been relayed to staff through staff meetings. Isolation rooms have been created for use prior to the person leaving the building, this room has been clearly signposted to staff and the appropriate PPE is in place. Staff rotas include cover in case a member of staff has the symptoms. 	<p>Med</p>	<ul style="list-style-type: none"> Anyone developing symptoms whilst at school is isolated and sent home as soon as possible. They are given a copy of the current government guidance telling them what they should do next - to stay at home, self-isolate and arrange to be tested. The affected person should not return to school until a test has been carried out for COVID-19 and has returned a negative result or their self isolation period has ended. If the affected person is tested and the result of the test is positive for COVID-19 the school should contact the local health protection team and follow their advice on 0113 386 0300 or out of hours 0114 304 9843 Anyone with whom they had close contact should be identified Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. Any staff attending to a person with symptoms must observe social distancing guidance but if this is not possible they should wear the PPE provided and should wash their hands thoroughly for 20 seconds after removing the PPE.
<p>People living with staff or pupils display symptoms of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> Staff, parents and pupils have been told not to attend school if anyone they live with displays symptoms of COVID-19, this has been relayed through socially distanced staff meetings, the FAQ, newsletter and social media. They have been told to stay at home, self-isolate for 14 days and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen). 	<p>Low</p>	<ul style="list-style-type: none"> The staff or pupil should not return to school until negative tests for COVID-19 have been returned for the person(s) they are living with or until a 14-day self-isolation period has expired with all persons in the household free of symptoms. The school should contact the local health protection team and follow any guidance given.

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<p>Infected persons (visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</p>	<p>High</p>	<ul style="list-style-type: none"> All lettings and third party education provision has been stopped until further notice Notices that say you should not enter the campus if you have symptoms are clearly displayed at entrance points No visitor or contractor is allowed into the school building without having booked a timeslot Access into the building is not allowed unless necessary Social distancing procedures have been agreed to allow a visitor or contractor into the building if necessary and these procedures are supplied to the visitor or contractor prior to them moving into the school building. Visitors must clean their hands prior to entering the building Reception desk screens are used to avoid direct face to face contact and any surfaces touched by the visitor or contractor are cleaned as they leave Pens intended for shared use in reception (e.g. with visitor books) have been removed. 	<p>Low</p>	<ul style="list-style-type: none"> Maintenance, etc. visits are being scheduled for outside of normal school hours where possible. Large deliveries are being avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used. Alcohol based hand sanitiser gel is used before entering the school. This should be provided at all points of entry. A “drop box” is being provided to enable letters, etc. to be delivered in a contactless way. Alcohol based hand sanitiser gel is used before and after using touch screen visitor management systems or visitor books. Alcohol based hand sanitiser gel is used after signing delivery receipts, etc. If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit anyone with whom they had close contact will be identified. Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. The school should contact the local health protection any guidance given.
<p>Infection with COVID-19 whilst travelling to school on public transport</p>	<p>High</p>	<ul style="list-style-type: none"> Parents have been asked to walk to school or use their own transport by the Executive Headteacher in their letters to them. Very few of our primary aged pupils use public transport to get to school. Any pupil that does use public transport has been made aware of the additional precautions to be taken. 	<p>Low</p>	<ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before entering the school. This is provided at all points of entry.
<p>Infection with Covid-19 whilst travelling to school in a “Walking Bus.”</p>	<p>High</p>	<ul style="list-style-type: none"> Segregation of pupils at the collection points is arranged to mirror the bubble arrangements in school Pupils are asked to stand in straight lines all facing in the same direction Walking Bus is organised so that there are gaps between pupils and all pupils walk in a snake style group On arrival within the school campus each bubble is taken to their normal entry point and then follow normal entry into school procedures starting with washing or sanitising their hands 	<p>Low</p>	<ul style="list-style-type: none"> Pupils may need to wear masks Ability to maintain social distancing at the collection point may require there to be different collection points for each bubble

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Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival	High	<ul style="list-style-type: none"> Staggered arrival and departure times have been scheduled to reduce the size of any congregating groups.  <p>September 2020 reopening.docx</p> <ul style="list-style-type: none"> Separate arrival and departure points have been arranged with parents and pupils to avoid persons from passing each other whilst approaching/leaving the school. Classroom external doors are being used to limit access. Direct external access to each classroom has been arranged wherever possible. 	Med	<ul style="list-style-type: none"> Line markings at 2 metre intervals are in the playground entry/drop off areas. Parents/carers have been told to maintain 2 metre separation from each other whilst waiting. Signage to this effect is provided, and staff are monitoring. Non-compliance will prompt appropriate action if required. Alcohol based hand sanitiser or hand washing facilities are used before entering the school. These are provided at all points of entry.
Spread of COVID-19 within classrooms	High	<ul style="list-style-type: none"> In most cases bubbles and classes mean the same thing from September. Bubbles at St Helen's are Early Years, KS1, LKS2 and UKS2. Movement of staff and pupils between classrooms has been minimised Hand washing procedures and facilities are available for every class Unnecessary items/furniture have been removed to create additional usable space. Teachers' desks are spaced away from pupils. Pupils' desks have been spaced as far apart as possible and where possible are forward facing. Contact of staff and pupils in one class with another class has been minimised and movement around the school of a class or individuals has been minimised Soft furnishings, soft toys and toys that are difficult to clean have been removed. Maximum use of outdoor activities is built into the timetable with designated areas for each class 	Low	<ul style="list-style-type: none"> Classes are arranged so that the same staff and pupils are kept together as much as possible and mixing with other groups is avoided. Classes use the same classroom/area every day. Pupils are seated at the same desk every day and use the same set of equipment (e.g. laptops, books, pens, pencils, etc.). Items that are shared are thoroughly cleaned before and after use. The classroom is thoroughly cleaned before or after the end of each day. (Each class has a designated cleaner and staff who work in those bubbles are provided with equipment to clean through the day). Additional cleaning has been arranged and carried out at appropriate intervals during the day (e.g. when the class are using the playground). Staff in each bubble are provided with equipment to clean through the day Any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.

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Spread of COVID-19 in cloakrooms/coat lobbies etc.	High	<ul style="list-style-type: none"> • Arrangements for use of cloakrooms not attached to a classroom have been minimised – Use of cloakrooms are low or not used at all. • Procedures for using the same area every day by each pupil and for regulating the number of pupils within a cloakroom at any one time have been explained to staff and pupils 	Low	<ul style="list-style-type: none"> • Pupils have been told to store any bags, etc. under their desk to reduce the need to visit the cloakroom. • The cloakrooms are thoroughly cleaned at the end of each day. • Additional cleaning has been arranged (e.g. after break times) if these areas are used. • Any staff involved in cleaning have been provided with appropriate instruction, training, and personal protective equipment
Spread of COVID-19 in toilets	High	<ul style="list-style-type: none"> • Toilets are being cleaned throughout the day. • Toilets have been allocated to classes • Staff and pupils are reminded of good handwashing techniques and to avoid touching your face, eyes nose or mouth guidance regularly throughout the day. • Pupils asked to wash their hands prior to going to the toilet and after. 	Low	<ul style="list-style-type: none"> • Only one person should use a toilet facility at a time if possible • Hand sanitiser gel should be used before accessing toilet facilities. • Pupils and staff are told to thoroughly wash hands for at least 20 seconds after using the toilet – signs have been displayed throughout school. • Paper hand towels, with bins for disposal of used towels are provided to replace hand dryers.
Spread of COVID-19 in playgrounds	High	<ul style="list-style-type: none"> • Each class has their own designated play area and time • Parents have been given clear guidance on entry and exit routes and times through the playgrounds – please see letter to parents.. • Play ground equipment is cleaned after being used by each class. 	Med	<ul style="list-style-type: none"> • Use of the playground is staggered and groups of pupils kept apart from each other when possible. • Shared outdoor play equipment (e.g. climbing frames) are only used by one class at a time and are cleaned after use. • Any items provided for individual use (e.g. hoops or balls) are cleaned before and after use. • Alcohol based hand sanitiser or hand washing facilities are used before re-entering the school. These are provided at all points of entry.

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Spread of COVID-19 on circulation routes	High	<ul style="list-style-type: none"> Access and use of shared areas has been minimised as part of the minimising contact procedures. Activities that use shared areas, such as the Hall or Dining Room, have been reduced and cleaning in between classes takes place – Dining hall being used for breakfast club and staff breakout area at lunchtimes. Hall only being used for major worship events with one class in and socially distanced. 	Med	<ul style="list-style-type: none"> Use of the corridors by large groups of people is avoided where possible (e.g. by following an external route). Social distancing signs and markers have been placed in corridors. Class break/lunch times have been staggered to prevent two groups from needing to use the same corridor at the same time. Staff and pupils using corridors keep as far apart as possible. Doors are propped open where it does not impact on safety and fire protection. Areas of the school that are not needed are cordoned off, though without impeding evacuation routes. Corridors are thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators. Additional cleaning is being carried out at appropriate intervals during the day (e.g. after break times). All classes have been provided with extra cleaning equipment and appropriate PPE..
Spread of COVID-19 in the dining room	High	<ul style="list-style-type: none"> Dining times have been staggered and will take place in the classroom. 	Low	<ul style="list-style-type: none"> Serving procedures have been changed where hot and cold options are brought to the classroom. Plates, cutlery and other items are then taken up to the kitchen by the lunchtime supervisors to minimise movement in the corridors.
Spread of COVID-19 in the school kitchen	High	<ul style="list-style-type: none"> Only catering staff are allowed in the kitchen to prepare and arrange distribution of lunches Catering staff have been given additional training to minimise the risk of contamination from the kitchen. This has been dealt with by ISS. 	Low	<ul style="list-style-type: none"> Alcohol based hand sanitiser or hand washing facilities is used by staff before entering the kitchen. All required personal protective equipment that is required in accordance with food hygiene precautions is used. Additional personal protective equipment has been provided to ensure that all kitchen staff wear masks, gloves and aprons/protective uniforms at all times when in the kitchen. Personal protective equipment is disposed of in a bin when use has been finished, with the bin liner sealed and removed to the external waste at the end of the working day. Staff wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment. Any reusable uniforms, etc. are washed at a minimum of 60 degrees Celsius at the end of the working day or before being used again if sooner

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Spread of COVID-19 in the staff room	High	<ul style="list-style-type: none"> • Class break and lunch times have been staggered to reduce the numbers of staff using the staff room at any one time. • Staff have been told to visit the staff room on limited occasions. • Seating has been spaced as far apart as possible and not directly facing other seating. • Meals are being provided to staff, or they can bring their own lunch. Preparation of their own food is discouraged in the staff room • Shared use of cups, mugs, plates in the staff room has ceased • Additional cleaning of staff room has been arranged to be carried out by caretaker. 	Med	<ul style="list-style-type: none"> • Alcohol based hand sanitiser or hand washing facilities are used by staff before entering and leaving the staff room. • The staff room is thoroughly cleaned at the end of the working day. • Disinfectant wipes and other cleaning materials available to use. • Water fountains/dispensers have been taken out of use, with bottled water provided for staff instead.
Spread of COVID-19 in offices	High	<ul style="list-style-type: none"> • Movements in and out of the office from non-office staff are restricted. • Workstations are separated by at least two metres where possible or they have been separated by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working instead of face to face 	Med	<ul style="list-style-type: none"> • Alcohol based hand sanitiser or hand washing facilities should be used by staff before entering the office and upon leaving to attend another area. • The office is thoroughly cleaned at the end of the working day.
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school	High	<ul style="list-style-type: none"> • Face to face meetings are avoided wherever possible, with discussions instead taking place using the telephone, by video or telephone conference. • If a meeting is essential arrangements for the visit have been given before they arrive on the premises and they are told not to attend if they or anyone they live with have symptoms of COVID-19. • Access to the buildings is restricted to agreed attendees only • Designated meeting places have been identified • Alcohol based hand sanitiser or hand washing facilities are used before entering the school and are provided at all points of entry 	Low	<ul style="list-style-type: none"> • Handshakes are not allowed when greeting visitors. • Meeting attendees should remain at least 2 metres apart from each other. • Shared use of items (e.g. paperwork) is not allowed • Alcohol based hand sanitiser or hand washing facilities is used before/after items are passed between persons. • The room is cleaned when the meeting has concluded and before being used again.

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Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment	High	<ul style="list-style-type: none"> Face to face meetings at a home do not take place unless there are exceptional circumstances. Contact is by telephone, emails, letters or normal electronic means such as class dojo. Use of shared vehicles has been stopped Meetings are arranged to be held outside or with the parent on the doorstep and the member of staff outside. 	Low	<ul style="list-style-type: none"> The meeting will not take place if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19. A meeting at a pupil's home, in exceptional circumstances only, should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house. Handshakes are not allowed when greeting. Meeting attendees should remain at least 2 metres apart from each other. Shared use of items (e.g. paperwork) should be avoided where possible. Alcohol based hand sanitiser is provided for staff to use before/after any items are passed between persons.
Spread of COVID-19 as a result of persons moving between different areas of the school	High	<ul style="list-style-type: none"> Use of bubbles and external doors wherever possible has been designed to minimise movement of people within the school building  <p>September 2020 reopening.docx</p> <ul style="list-style-type: none"> Lesson and staff planning takes into account the need to minimise contact of any sort whilst moving Heavily used or touched areas are cleaned frequently. 	Med	<ul style="list-style-type: none"> Alcohol based hand sanitiser or hand washing facilities are provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. All persons should be instructed to use Alcohol based hand sanitiser or hand washing facilities before entering a room. Signage to this effect has been provided.
Spread of Covid-19 whilst operating Before and After School Clubs	High	<ul style="list-style-type: none"> The number of clubs has been reduced and the number of pupils able to attend each club has been reduced Attendance at breakfast club is reviewed by SLT to ensure that attendance supports the pupils and/or their families Attendance in breakfast club is arranged to mirror attendance in bubbles and the same designated areas are used for both. 	Med	<ul style="list-style-type: none"> Additional risk of running clubs is under constant review Parents have been informed that the number and who attends clubs can be changed at short notice

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Future Controls / Comments
Infection with COVID-19 while dealing with a first aid incident, personal hygiene incident or the administration of medicines	High	<ul style="list-style-type: none"> Designated areas with appropriate PPE have been established to enable staff to undertake these functions. Individual Face shields have been made available to all staff. PPE available in isolation room. Guidance on the procedures to be followed for the treatment and the disposal of PPE has been given through staff meetings and was covered in earlier risk assessments. 	Low	<ul style="list-style-type: none"> Any staff attending to the affected person must wear the appropriate PPE including mask/face covering, gloves and apron and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment. Alcohol based hand sanitiser or hand washing facilities should be used before and after completing the accident book. Use of shared pens should be avoided.
Inadequate measures in place to deal with a fire or emergency	High	<ul style="list-style-type: none"> Fire Risks have been reviewed by the SBM to ensure that all required measures for fire prevention, detection and response are not adversely affected by Covid-19 changes. Staff have been informed by the Executive Headteacher that rapid evacuation takes priority over social distancing 	Low	<ul style="list-style-type: none"> Fire and emergency evacuation procedures have been reviewed and communicated to staff and pupils. Staff meetings have taken place with all staff to discuss new routines. Personal Emergency Evacuation Plans have been updated and implemented. Lockdown procedures have been reviewed and any required changes implemented and communicated to staff/pupils. Meetings have taken place with all staff to discuss new routines.
Staff suffer from mental health problems	High	<ul style="list-style-type: none"> Leaders are in regular contact with their staff, listening to their concerns, and trying to reduce the risk of the virus being transferred whilst in school Workloads and work rotas are being managed to avoid overloading staff 	Med	<ul style="list-style-type: none"> Staff are encouraged to raise any concerns with their supervisor. Provision of a formal, professional wellbeing service/helpline is available through the SAS staff absence insurance scheme and staff should be encouraged to use it
Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises	High	<ul style="list-style-type: none"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) have been established. These are reviewed by the Executive Headteacher each time circumstances change. Use of supply staff and other staff from within the Trust provides a small additional staff pool 	Med	<ul style="list-style-type: none"> If staffing levels are inadequate, the bubble or bubbles or facility will be closed until adequate staffing levels can be re-established.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Future Controls / Comments
<p>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> • Sufficient stock of personal protective equipment has been sourced and stored for use. Each class has their own and there is replacement PPE available in the SBM office. • Replacement of PPE stock has been arranged • Staff have been provided with training in when and how to use and disposal of PPE. Staff meetings included discussion new routines and disposal points. • Cleaning frequencies have been enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.) The caretaker and cleaning staff have dedicated cleaning areas. 	<p>Low</p>	<ul style="list-style-type: none"> • Assessments have been carried out, and any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment by the SLT and the site manager. • Additional waste disposal bins have been provided throughout the school. Bin liners are of the tie top variety, and will be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19) or if they are close to being full.
<p>Measures taken to restrict transmission of the virus prohibits the delivery and development of the curriculum</p>		<ul style="list-style-type: none"> • Assessment of all pupils will take place in the Autumn term 		<ul style="list-style-type: none"> •