

September Re-Opening of School for Staff - Risk Assessment

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| Activity: | September Re-Opening of School during Coronavirus (Covid-19) Pandemic for Staff | Location: | Caldew School |
| Assessor: | Vicki Jackson | Ref No.: | |
| Date: | 3/3/21 | Proposed Review Date: | 11/3/21 |
| | | Signed: | V Jackson |

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures What are we doing now? | Notes/Additional Control Measures What more do we need to | Residual Risk |
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| <p>Spread of COVID 19 from students and staff on their return to school from March 8th</p> <p>COVID-19 new variant more transmissible that previous (50-70% more transmissible) so is more easily passed between people</p> | <p>Serious respiratory illness, death</p> | <p>All building users including staff, students, catering, cleaning & site staff, contractors/ maintenance personnel</p> | <p>High</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Phased reopening during wb 8 March to allow LFT testing to take place <input type="checkbox"/> All students will be offered 3 tests on their return 3-5 days apart <input type="checkbox"/> First test will be done before students go back to classrooms to identify and isolate any positive cases <input type="checkbox"/> Following this parents will be offered twice weekly home testing kits <input type="checkbox"/> Staff in school will be offered twice weekly home Lateral Flow test. <input type="checkbox"/> All staff and pupils will be asked to participate in asymptomatic testing. This however is voluntary <input type="checkbox"/> Briefing for staff on protective measures and reopening to take place <input type="checkbox"/> Protective measures communicated to parents <input type="checkbox"/> Briefings for students to take place the first day they are back in school | <p>System in place to offer and implement testing</p> <p>3 tests over first 2 weeks and in line with Government guidance thereafter Asymptomatic testing for Secondary schools and colleges</p> <p>Any positive LFD tests from home must be reported as soon as possible followed up by a PCR test.</p> <p>Separate risk assessment for testing centre in place</p> | <p>Medium</p> |
| <p>Hazards in relation to poor ventilation and heating issues</p> | <p>Serious respiratory illness, death</p> | <p>All building users including staff, students, catering, cleaning & site staff, contractors/ maintenance personnel</p> | <p>High</p> | <ul style="list-style-type: none"> <input type="checkbox"/> All rooms have been reviewed to ensure layout provides maximum ventilation for staff <input type="checkbox"/> The building will remain well ventilated where possible using natural ventilation. <input type="checkbox"/> Classroom windows and doors will be kept open to allow good ventilation in classrooms during lessons. <input type="checkbox"/> Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty <input type="checkbox"/> Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health, Safety and Welfare) Regulations <input type="checkbox"/> Mechanical ventilation systems have been serviced and checked | <p>Opening high level windows is preferable where possible</p> <p>The fire doors of all unoccupied rooms should remain closed when rooms are empty. (Where classroom doors are not fire doors, they can be left open during break times).</p> | <p>Medium</p> |

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| | | | | <input type="checkbox"/> HSE guidance is followed <input type="checkbox"/> Toilet ventilation is in operation in line with CIBSE guidance | <p>All staff must monitor this and take responsibility to ensure windows are open</p> <p>Avoid opening windows in toilets where mechanical ventilation is in place to ensure right direction of ventilation</p> | |
| Staffing & spread of Covid-19 virus | Serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/maintenance personnel | High | <input type="checkbox"/> Implement all advice and communicate to staff, parents, students, visitors and contractors. Currently any person developing a new continual cough, a temperature in excess of 37.8°C or loss or change of smell or taste whilst at work must be sent home and advice re self-isolating offered. Staff who have symptoms must inform Headteacher. Staff will be offered a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <input type="checkbox"/> Staff have been asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined by the PHE advice) are advised to seek advice from NHS 111 or GP practice. <input type="checkbox"/> Staff or students who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31st March 2021 <input type="checkbox"/> Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace. <input type="checkbox"/> Staff in the vulnerable category will have an individual risk assessment that is reviewed regularly. This will be reviewed upon their return to school <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times. <input type="checkbox"/> Follow the ¹Government Coronavirus (COVID-19) advice for pregnant employees <input type="checkbox"/> Individual risk assessments will be completed for <u>all</u> female staff who have given notification that they are pregnant <input type="checkbox"/> If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting. | <p>Check staff daily for symptom by observation. SLT to send any staff home showing symptoms</p> <p>Regular reminders about symptoms</p> <p>The Local Authority has produced specific guidance and advice on what to do if someone becomes ill</p> <p>Isolation room will be D4 and students will use the disabled toilets</p> <p>VJJ/PDH/DRF will liaise with Public health Team</p> <p>Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc.</p> <p>Pupils who have been identified as CEV are advised to stay at home.</p> | Medium |

¹ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

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| | | | | <ul style="list-style-type: none"> <input type="checkbox"/> If a staff member lives in a household with someone who is extremely clinically vulnerable will have an individual risk assessment that is reviewed regularly. Individuals should stay 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk. <input type="checkbox"/> Staff who live alone and have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 10 days from when their symptoms started. <input type="checkbox"/> Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 10 days, <input type="checkbox"/> For anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10 day isolation period <input type="checkbox"/> Staff must inform the Headteacher if they have symptoms or a member of their household has symptoms. Staff and their family members will be offered test. Staff will not be able to return to work until the end of the period of isolation or a negative test result is provided. <input type="checkbox"/> If a member of staff tests positive for COVID-19 they must inform the Headteacher. The Headteacher will take and act on the advice of Public Health/LA. Staff and parents will be informed if a member of staff tests positive and advised on the symptoms to look out for. The school will engage with the test and Trace system. <input type="checkbox"/> If a member of staff is contacted by the Test and Trace system as they have been in contact with a person who has tested positive for COVID-19 they must inform the Headteacher. They must not attend work for the relevant period of isolation. Evidence of contact from Test and Trace must be sent to the Headteacher. If they subsequently test positive for COVID-19 they must inform the Headteacher. The Headteacher will take and act on the advice from Public Health/LA <input type="checkbox"/> Staff who develop symptoms of COVID-10 on site will be sent home immediately and offered a test. Area staff have been using will be cleaned following PHE guidance <input type="checkbox"/> Students who become ill on site are isolated immediately and parents contacted to collect. If a young person needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room | | |

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| | | | | <p>and allowed to use identified toilet. The toilet will be locked to other school users.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Such individuals will be monitored by a member of staff. PPE will be available for this member of staff <input type="checkbox"/> After use, the toilet will be cleaned by cleaning or site staff following national PHE guidance on cleaning in non-healthcare premises <input type="checkbox"/> Any siblings living in the same household will also be sent home. <input type="checkbox"/> The school will follow the Cumbria County Council procedure for dealing with known or suspected cases of COVID-19 <input type="checkbox"/> Impact on staff with protected characteristics, and in particular Black, Asian and minority ethnic has been considered. They are being treated as vulnerable and will have individual risk assessments <input type="checkbox"/> Staff and pupil will not be permitted to attend school if they have to quarantine having recently visited countries outside of the Common Travel Area <input type="checkbox"/> Staff to wear clothes that can be washed regularly. However there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting. Lanyards and jewellery (apart from a wedding ring) should not be worn. <input type="checkbox"/> Face coverings will be worn by all adults and students in year 7 and above in classrooms where 2 metre social distancing is not possible and, when moving around the school, such as in corridors and communal areas where social distancing cannot be maintained. <input type="checkbox"/> Instructions for safe wearing and removal of face coverings have been provided to staff and students <input type="checkbox"/> Students will be asked to carry a spare mask in case the one they are wearing gets damaged. <input type="checkbox"/> We will keep a small supply of face masks to ensure that anyone without a face covering can be given one <input type="checkbox"/> Mobile phones should not be used in school except in emergencies as these are a potential source of transmission. <input type="checkbox"/> Laptops can be used but the cases must be disinfected before and after use school to reduce chance of transmitting the virus. Wipes are available in classrooms for this purpose. <input type="checkbox"/> Induction will take place for any visiting staff eg supply teachers and peripatetic music teachers. There will be a staff guide for these staff | <p>Government Guidance Face Coverings, when to wear one, exemptions and how to make one</p> | |
| Staff suffering from 'Post COVID Syndrome' Returning to work following | Further impact on health and wellbeing. Longer absence | Staff | Medium | <ul style="list-style-type: none"> <input type="checkbox"/> Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work. https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/ | Individual risk assessments to be carried out on return | Medium |

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| COVID-19 infection | | | | | | |
| Inadequate cleaning (premises/ surfaces/ clothing) & spread of Covid-19 virus | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | High | <p>Cleaning of the school site will follow the guidance set out in the guidance for cleaning of non health care settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Measures for Cleaning staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff instructed to observe social distancing in line with government guidance. <input type="checkbox"/> Cleaners will enter the school building using the designated entrance <input type="checkbox"/> Communication between school site staff and Bulloughs needs to be consistent. School site staff to do handovers with any information to be passed onto cleaners recorded in writing <input type="checkbox"/> Bulloughs to provide list of cleaning staff in each shift in advance <input type="checkbox"/> Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as below). <input type="checkbox"/> Used tissues will be put in a lidded bin immediately (as above – all waste bins to be double-lined). Lidded bins are in classrooms, toilets and Student Services <input type="checkbox"/> Public areas where individuals have passed through and spent minimal time, such as corridors, which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. <input type="checkbox"/> All surfaces that any person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> - objects which are visibly contaminated with body fluids; - all potentially contaminated high-contact areas such as work surfaces, computer keyboards/mice, telephone, toilet areas, door handles, door push plates, bannisters and stairwells. <input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/plates and sanitary fittings using an appropriate disinfectant as supplied by the school. <input type="checkbox"/> Cleaning staff have their own equipment situated in their section of responsibility. The cleaning should not congregate in their usual manner in the staff room, any meeting should be held in an area where social distancing can be fully maintained by every member of the team. <input type="checkbox"/> Cleaning staff will be included in the twice weekly home testing programme | <p>All cleaning staff to be provided with appropriate disposal gloves for cleaning.</p> <p>All cleaning staff to have cleaning tabards that are cleaned before each shift.</p> <p>Cleaning schedule to be written showing areas to be cleaned during day and stating when they should be cleaned</p> | Medium |

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| | | | | <p>Classrooms and dining facilities cleaned after use during school day. All areas of the school that have been used cleaned at end of the school day</p> <p>Any rooms that are used by more than one year group will be cleaned between uses to prevent transmission</p> <p>All surfaces and desks in classrooms, offices, reception areas etc kept cleared to allow effective cleaning.</p> <p>Toilets will be cleaned regularly during the school day</p> <p>Phones and keyboards will be cleaned at the end of the day</p> <p>If cleaning an area where a known Covid19 infected person has been or someone displaying the symptoms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above. <input type="checkbox"/> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. <input type="checkbox"/> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. <input type="checkbox"/> If possible keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products. <input type="checkbox"/> Cleaning hours will be amended to allow for greater flexibility and staggered shifts during school opening hours. <input type="checkbox"/> Any used bins will be lined and the liner removed at the end of the shift, sealed/knotted and placed in the main waste container. <input type="checkbox"/> The cleaning supervisor will regularly check stocks of chemicals, bin bags etc. and will requisition additional supplies as necessary. <input type="checkbox"/> Staff will be briefed regularly, at least in line with changes to government guidance. | <p>Site manager to inform Bulloughs of any additional areas of the building need to be cleaned at the start of the shift</p> <p>The site manager will inform the cleaning team at the start of the relevant shift of any known potential contamination from someone recently tested positive for Covid19 or where someone displaying symptoms and sent home to self-isolate while they await a test has been.</p> <p>These areas will require a deep clean and more stringent treatment of items used during the cleaning process</p> <p>Business Manger to make Bulloughs Cleaners aware of risk assessment</p> | |
| Transmission of virus within school | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, | High | <ul style="list-style-type: none"> <input type="checkbox"/> Students and staff will be reminded to clean their hands when arriving at school, a regular times during lessons, before lunch and breaks and before leaving school <input type="checkbox"/> All classrooms have hand santiser | <p>Increased handwashing and hand sanitising facilities done</p> <p>Rooms and dining facilities set up for social distancing for 2m for staff done</p> | Medium |

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| | | cleaning & site staff, contractors/ maintenance personnel | | <input type="checkbox"/> Students and staff reminded to sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. <input type="checkbox"/> Used tissues will be put in a bin immediately (as above – all waste bins to be double-lined). <input type="checkbox"/> Classrooms set up for 2m social distancing for staff. Furniture must not be moved <input type="checkbox"/> Students will be kept in Year group bubbles and will not mix with other year groups at any time. Each year group will be in designated part of the school with specific allocated rooms <input type="checkbox"/> Each year group will have a designated entry and exit point for the start and the end of the school day. Additional hand cleaning facilities will be in these areas <input type="checkbox"/> The school building will not be open for students until 8.30am <input type="checkbox"/> Duties will be at entry points at the start of the day to ensure hand cleaning takes place <input type="checkbox"/> Students in years 7-9 will be taught in the same class and room each day. They will come into contact with the minimum number of adults as is possible to deliver a meaningful curriculum to limit the chance of infection being spread. <input type="checkbox"/> Students in Y10 and 11 will be in the same groups and rooms for core subjects. Option subjects will be taught in designated year group rooms. This is to reduce movement around the school <input type="checkbox"/> Y12 and 13 will be taught in designated rooms. <input type="checkbox"/> All classrooms used will have fresh air ventilation either through external windows of manual fresh air ventilation in line with HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm <input type="checkbox"/> Any rooms that are used by more than one year group will be cleaned in between uses. <input type="checkbox"/> Breaks and lunchtimes will be staggered to minimise mixing of students. Each year group will have designated areas <input type="checkbox"/> Students will be distanced as much as possible in dining areas. Seating plans will be in place. <input type="checkbox"/> Finger print system for paying for food will be sanitised between each person using it. Money must be paid onto accounts via ipay as machines will not be working <input type="checkbox"/> Face coverings will be worn by all adults and students in year 7 and above in classrooms where 2 metre social distancing is not possible and, when moving around the school, such as in corridors and communal areas where social distancing cannot be maintained. | <p>All rooms checked prior to reopening to ensure layout means staff can stay 2m away from others</p> <p>2m spacing marked out around building done</p> <p>additional cleaners on site done</p> <p>signs for one way system. Staff and students briefed on this done</p> <p>letter to parents to inform them of measures</p> <p>signs for walkie talkies done</p> <p>reminders to staff about one way system, signing in and out procedure, clearing desks</p> <p>staff to share responsibility in reminding each other about procedures</p> <p>staff must read and follow the procedures in the staff guidance document</p> <p>signs in staff toilets about closing lids before flushing done</p> <p>Increased signage</p> | |

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| | | | | <ul style="list-style-type: none"> <input type="checkbox"/> Individual and very frequently used equipment, such as pencils and pens, staff and students will have their own items that are not shared. <input type="checkbox"/> Classroom based resources, such as books can be used and shared within the year group bubble. These will be cleaned regularly. Any resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously by technicians, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <input type="checkbox"/> Students and staff should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Mobile phones will not be allowed to be used on site by staff or students. Bags are allowed. <input type="checkbox"/> Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided <input type="checkbox"/> Staff will be advised that books and student work should be left for at least 48 hours before they handle it. <input type="checkbox"/> Any equipment, including key boards used will be cleaned after each lesson. Each room will have a box for equipment to be put that needs cleaning. <input type="checkbox"/> Teachers MUST: <ul style="list-style-type: none"> <input type="checkbox"/> Stay at the front of the room in the designated box mapped out on the floor. <input type="checkbox"/> Do not go over to the students at any time. <input type="checkbox"/> Minimise all contact between students. Eg no group work with face to face contact <input type="checkbox"/> Minimise the use of resources when planning lessons. <input type="checkbox"/> Remember to bring your own pencil case and resources to each lesson and take away at the end. <input type="checkbox"/> All soft furnishings have been removed from around the school. <input type="checkbox"/> One way circulation system in place around the building <input type="checkbox"/> Occupancy limit in staff room – maximum of 12 and staff must maintain social distancing. <input type="checkbox"/> Staff spaces will be set up to ensure 2m social distancing <input type="checkbox"/> Offices only used by people designated to work there. Offices will be cleaned daily in line with guidelines <input type="checkbox"/> Classroom, toilets and Student services to have pedal bins with lids <input type="checkbox"/> Classrooms to have disinfectant spray or wipes, tissues, gloves and paper towels <input type="checkbox"/> Classrooms will have a stock of basic equipment that should not be removed from the room | <p>Equipment to be limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lunch box <input type="checkbox"/> Hat and coat <input type="checkbox"/> Books <input type="checkbox"/> Stationery <input type="checkbox"/> Mobile phones <input type="checkbox"/> Spare face mask | |

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| | | | | <ul style="list-style-type: none"> <input type="checkbox"/> Students who arrives late to school will go to main reception. Student Services staff will be called to come and meet students, ensure handwashing and escort students to classroom <input type="checkbox"/> Students and staff to bring own water bottle. Water dispensers will be switched off. No use of mugs/cups in communal areas <input type="checkbox"/> Students doing PE will come to school in their PE kit. Changing rooms will not be used. Showers will not be used. Face masks will not be worn during PE activities. Activities will keep students 2m apart and will take place outside or in large ventilated inside spaces <input type="checkbox"/> All surfaces and desks in Student Surfaces and Main Reception kept cleared to allow effective cleaning <input type="checkbox"/> All surfaces in classrooms must be kept clear so they can be effectively cleaned. <input type="checkbox"/> Disinfectant wipes must be used to clean white boards during lessons <input type="checkbox"/> Walkie talkies – collected from student services. Staff should clean with wipes. Returned to Student Services at the end of the day and wiped down with wipes <input type="checkbox"/> Staff must not go into the admin office or any single use offices <input type="checkbox"/> Large gatherings will not be allowed – eg no assemblies <input type="checkbox"/> Meetings must follow 2m social distancing <input type="checkbox"/> Detentions and seclusion will be within year group bubbles <input type="checkbox"/> Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed. <input type="checkbox"/> Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time. | | |
| Transmission of virus via school catering facilities | Infection spread leading to serious respiratory illness, death | Students Staff | High | <ul style="list-style-type: none"> <input type="checkbox"/> All catering staff to wash hands on entry <input type="checkbox"/> Catering staff room only 2 people in room at a time <input type="checkbox"/> Staggered start to the day for staff <input type="checkbox"/> Work stations marked out to ensure 2m social distancing <input type="checkbox"/> Staff work at designated area all day. No sharing of work stations <input type="checkbox"/> One way system in operation in kitchen and servery <input type="checkbox"/> Deliveries to be left outside <input type="checkbox"/> One member of staff to handle deliveries, put them away and get things out of fridges and store rooms <input type="checkbox"/> One member of staff to be responsible for washing up <input type="checkbox"/> Walkie talkie system for requesting food to be brought from kitchen to serving area. One member of staff responsible for bring food out of kitchen <input type="checkbox"/> Serving areas marked out to ensure 2m social distancing for staff | | Medium |

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| | | | | <input type="checkbox"/> Staff to wear gloves to sort dinner tickets and cash. Must wash hands after handling these <input type="checkbox"/> Finger print system at tills will be sanitised between each student <input type="checkbox"/> Protective screens around tills to help protect staff. <input type="checkbox"/> Students line up to get dinners socially distanced. Staff must stay 2m away from students | | |
| Transmission to wider community due to increased number of people in the area | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | High | <input type="checkbox"/> Students not allowed into the village <input type="checkbox"/> Students encouraged to walk or cycle if possible <input type="checkbox"/> Face masks to be worn on buses and taxis <input type="checkbox"/> Guidance will be given to staff and students on how to safely remove face coverings <input type="checkbox"/> Students sit on buses in year group bubbles | <p>Bus seating plans will be reinforced</p> <p>staff on duty at start and end of day</p> <p>letter to parents to communicate measures</p> <p>Staff and pupils are advised to follow the Government Guidance COVID-19 safer travel guidance for passengers</p> | Medium |
| Inadequate hand washing & spread of Covid-19 virus | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | High | <input type="checkbox"/> Staff and students will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Toilets – only one member of staff in toilets at a time <input type="checkbox"/> Toilet lids must be closed prior to flushing and remain closed after use. <input type="checkbox"/> Hand washing should be done using soap & water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available, but is not a substitute for hand washing. <input type="checkbox"/> Additional handwashing facilities installed <input type="checkbox"/> Hand sanitiser will be available at the entrance/exit/toilets/offices/classrooms of the school for staff to use. | <p>Posters around the school as appropriate.</p> <p>Ensure all sinks have necessary stock & restock as necessary. Checked regularly</p> <p>Ensure all attending understand how to wash hands correctly</p> <p>Sanitise sinks daily.</p> <p>Ensure stocks of disposable paper towels are available in all toilet areas instead of hand dryers.</p> | Medium |
| Inadequate personal protection & PPE & spread of Covid-19 virus | Infection spread leading to serious respiratory illness, death | All building users including staff | High | <input type="checkbox"/> Determine what PPE will be required and in what quantities – ensure adequate PPE ordered as necessary in advance of setting re-opening and where necessary, supplies maintained. <input type="checkbox"/> First Aiders to have access to PPE <input type="checkbox"/> Removal, cleaning and disposal – as above. | <p>Ensure adequate bins and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks.</p> <p>Amount of PPE will be monitored to ensure that the school does not run out</p> | Medium |

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures What are we doing now? | Notes/Additional Control Measures What more do we need to | Residual Risk |
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| Inappropriate social distancing measures not followed & spread of Covid-19 virus | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/maintenance personnel | High | <p>All to observe social distancing in line with government guidance as much as possible. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff to work at least 2 metres apart. Office staff to work in separate offices where possible. Wherever, possible, staff should work from their own workstation only. <input type="checkbox"/> Photocopying room only one member of staff in room at any one time – key pads etc. on copying machines to be wiped with anti-viral wipes after each use. <input type="checkbox"/> Individuals to keep distance between each other when speaking or sharing a room, regular hand washing and sanitising surfaces when the individual leaves including telephones, keyboards/mice etc. <input type="checkbox"/> Staff will be briefed regularly, at least in line with changes to government guidance. <input type="checkbox"/> Car sharing to and from work is not currently advised unless the individuals are from the same household and the use of public transport should be avoided if possible. <input type="checkbox"/> We will plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Consideration should be given to wearing face coverings in this situation. <input type="checkbox"/> As much as possible, groups of staff will work together in teams that will be as small as possible. <input type="checkbox"/> Reception – only 3 person in this area at a time. 2m area marked out in front of reception desk | <p>Daily sanitising as appropriate.</p> <p>Briefings to staff as necessary, particularly as there may be different staff working.</p> <p>Groups of students to be allocated their own classroom. Staff in the same room should observe social distancing rules.</p> <p>Anti-viral wipes to be placed next to common equipment such as photocopiers and the postage franking machine.</p> <p>Staff need to have own equipment eg paper, board pens etc</p> | Medium |
| Visitors & spread of Covid-19 virus | Infection spread leading to serious | All building users including | High | <ul style="list-style-type: none"> <input type="checkbox"/> Only essential visitors allowed into school <input type="checkbox"/> Visitors will be offered a Lateral Flow Test before entering the school | Any visitors to site must be approved by the Headteacher/PDH. | Low |

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| | respiratory illness, death | staff, catering, cleaning & site staff, contractors/ maintenance personnel | | <input type="checkbox"/> Visitors will be by appointment only and attend by themselves if possible. <input type="checkbox"/> Visitors must wait outside reception using the socially distanced squares. Visitor numbers are limited in Reception. Parents who are collecting students must wait outside. <input type="checkbox"/> Visitors must wear face masks and follow appropriate hygiene and social distancing arrangements in school <input type="checkbox"/> Mobile phones must not be used by visitors in the school building. Equipment brought in should be limited. Bring a drink if needed. Equipment should not be shared. <input type="checkbox"/> Access to contractors/external maintenance personnel should only be granted by arrangement for essential maintenance / statutory inspection needs only– see also ‘Maintenance’ below. <input type="checkbox"/> School risk assessments will be shared in advance with any contractors and other visitors if required <input type="checkbox"/> In an emergency situation where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed. <input type="checkbox"/> All visitors and contractors will be required to report at reception. Reception staff will sign them in and email SLT to inform them of who is on site. Lanyards will not be issued, instead visitors will be given a sticky label to wear. Visitors will be collected from Reception by a member of staff. <input type="checkbox"/> Delivery drivers must report to reception, except catering deliveries that will go straight to the kitchen <input type="checkbox"/> Delivery drivers must not enter the school building. Unloading deliveries outside that will then be moved into the building by school staff. <input type="checkbox"/> Reception and cleaning team to liaise re cleaning of meeting room afterwards. | The Site Manager will assess the need for essential maintenance and compliance work. | |
| Visiting teachers and spread of COVID 19 eg supply, music, SEND | Infection spread leading to serious respiratory illness, death | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | High | <input type="checkbox"/> All visiting staff will be briefed on schools procedures and given an induction pack <input type="checkbox"/> Visitors will be offered a Lateral Flow Test before entering the school <input type="checkbox"/> They will maintain 2m social distancing from students <input type="checkbox"/> Additional music lessons will be taught in bubbles <input type="checkbox"/> Visiting staff must report any symptoms to the Headteacher | | Low |

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|--|--|---|-------------|---|--|--------------------------------|--------------------------------------|
| Fire and emergencies | Inability to operate emergency systems or procedures | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | High | <input type="checkbox"/> Revised Fire Orders are in place and will be issued to all staff. <input type="checkbox"/> Site staff cover to ensure the site is safe – including the operation of intruder and fire alarms. <input type="checkbox"/> Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is not permitted. <input type="checkbox"/> Ensure fire doors to rooms not being used are closed. <input type="checkbox"/> At the end of each day, ALL fire doors must be closed. | | Low | |
| Lack of wellbeing management | Mental ill health | All staff | High | <input type="checkbox"/> As an Employer we support the mental wellbeing of their employees who are returning after a significant period of either home working or furlough. Where work-related issues present themselves, the HSE's published stress Management Standards will be followed. <input type="checkbox"/> SLT links to continue to monitor staff and have conversations <input type="checkbox"/> Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work-related stress and ill health procedures. <input type="checkbox"/> Stress risk assessments and Occupational Health referrals will be completed as necessary <input type="checkbox"/> Workload impact kept under review of partially reopening to take into account increased amount of time being in school and the need to set work | provide staff with contact details for mental health support done in staff pack | Med | |
| Staff member becomes seriously ill at school (unrelated to current pandemic) | Death or serious medical emergency | All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel | Med | <input type="checkbox"/> Follow NHS guidelines. <input type="checkbox"/> Call 999 if necessary. <input type="checkbox"/> Isolate the ill person in a separate room if possible – send all other occupants of the room to a place of safety. <input type="checkbox"/> Implement first aid as necessary. <input type="checkbox"/> Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics. | | Low | |
| Further Action Required | | | | Date Action Completed | Date RA Reviewed | Significant Changes Y/N | Shared with Staff Date or N/A |

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|---|--|----------|------------|--------|
| <p>This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, adapted as necessary.</p> <p>The LA Public Health Team have a dedicated helpline number for educational settings – please call 0800 046 8687 for additional advice.</p> | | 3/3/2021 | Y – in red | 4/3/21 |
|---|--|----------|------------|--------|