

Risk Assessment – COVID-19 (v2.3)		7.1.2021	Hanwell Fields Community School
Responsible Person	Caroline Bond Headteacher		
Other Persons Involved	Steve Rowett H&S , RTu safeguarding lead, Caroline Tomlinson DHT, Sara Ridgway lower school lead, Sophie Trivett Early years lead, Virginia Jones, Nikki Symington		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (30 December) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December) • DfE – Face coverings in education (27 November) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (21 December). • NHS - Test and Trace – How it works (14 December) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, the use face coverings in schools 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between groups of children where possible (early years) and minimise contact between individuals and maintain social distancing wherever possible 7) Where necessary, wear appropriate personal protective equipment (PPE) 8) Keep occupied spaces well ventilated 9) Engage with the NHS Test and Trace process 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate 11) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1, 3,4 and 5 and number 8 are in place in all the time. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 7 applies only in specific circumstances.
- Numbers 9 to 11 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection. • Clinically extremely vulnerable (CEV) staff in Tier 4 areas are not required to come to work and are supported to work from home. • Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. • On entering school, staff will have their temperature taken and any with high temperatures will be sent home to organise a Covid test. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate for 10 days. • To support the testing process, the school have been provided with a supply of home testing kits • If the test result is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team or DfE helpline for advice on any further action required in school. ○ The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms Ycompatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and 	Y	

			<p>Trace programme there is an expectation that the symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</p> <ul style="list-style-type: none"> Any staff who are required to have contact with children or adults outside of their usual bubble (such as first aiders) must keep a tracing record so that any outbreaks can be track and traced. If a family member has been asked to take a test with no symptoms eg year group sent home in another setting. The rest of the family do not have to isolate unless a positive test result occurs or the person is symptomatic. Staff meetings take place remotely via TEAMS to minimise anxiety and maximise distancing All staff are required to wear a face covering at pick up and drop off and also when using common areas of the school such as the staff room, corridors and toilets. Staff may choose to wear a face mask or shield within the classroom. The mask must not restrict direct teaching. 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. To support the testing process, the school have been provided with a supply of home testing kits. On entering school, children will have their temperature taken and any with high temperatures will be sent home to organise a Covid test. Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. Call the DfE helpline 08000468687 Option 1, Monday to Friday 8am- 6pm A negative result means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable students should not attend if the school is in a Tier 4 area. CEV student can continue to attend as normal at all other Tiers except if in receipt of clinical instruction to shield. Any waste generated by the pupil with symptoms (including PPE worn by supervising adults) should be double bagged and labelled with the pupil's name, the time and the date. This waste should be stored for 72 hours before being disposed of with normal 	Y	

		<p>waste. (There is a sealed box for this waste in the first aid room labelled "Do Not Touch – 72 Hour Waste"). If a negative test result is obtained then the waste can be disposed of immediately.</p> <ul style="list-style-type: none"> All bubbles have a tracing record – this records any unexpected contact of individuals within the bubble with adults and children outside of their bubble. 		
		<p>Messy play</p> <p>Sensory and messy-play activities are an integral part of good Early-Years practice. To keep our Early-Years children (and teachers/practitioners) as safe as possible we:</p> <ul style="list-style-type: none"> Change playdough/water/sensory play materials on a daily basis. Access these play-materials within our bubbles only. Children wash their hands thoroughly with water and soap before accessing the activity and afterwards. Children wash their hands thoroughly with soap and water before they go outside to explore and when they come back inside. Where materials are unable to be changed on a daily basis, these are sprayed or wiped down with disinfectant at the end of each day. All tools and equipment are washed regularly and sterilised with Milton at the end of each week. 	Y	
		<p>Singing within bubbles:</p> <ul style="list-style-type: none"> Singing will only take place within class bubbles Children will be positioned side by side rather than face to face. Windows will be open to ensure good ventilation and airflow. Children will be reminded to sing at a lower volume and staff will select songs carefully in order to discourage loud singing. Length of time spent singing will be minimised to reduce build-up of aerosols (e.g. within a one hour lesson, children might only sing for 20 minutes in total, in 5 minute segments interspersed with other activities). 	Y	
	Visitors contracting COVID-19	<ul style="list-style-type: none"> Visitors All visitors to site carefully managed and identification. Details recorded and held for 21 days to support the Test and Trace process if called upon or visitors are invited to check in by scanning the NHS Test and Trace QR code using their NHS Covid-19 App. Details of local procedures communicated to all visitors before they come to site. On entering school, visitors will have their temperature taken and any high temperatures will be sent home to organise a Covid test. Parents advised to drop children off alone and wear a face mask (unless exempt) during , i.e. not to come with partners or family 	Y	

			<ul style="list-style-type: none"> Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. Specialist and supply staff are permitted to enter the school at a pre-arranged time providing they have an arranged appointment. General visitors are allowed to be admitted to the school at the discretion of the head teacher. Those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. They will be expected to leave contact details with the school office for the purpose of test, track and trace. To comply with GDPR personal details will be destroyed after twenty-one days. Deliveries of supplies will be managed at the main entrance to the school, using the intercom system to communicate with the receptionist or site manager. There are separate entrances to the kitchen from outdoors. There are signs in the entrance reminding visitors of their responsibilities ie: not to enter site if they have any symptoms, have not been in contact with anyone with symptoms and ensuring they have completed a contact form. Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival. An additional hand sanitiser has been purchased, for the main entrance, to enable all visitors into school to sanitise their hands on entry to school. Visitors are provided with a "guidance for visitors "document electronically before their visit. This is also available on the school website. Visitors will be expected to wear a mask for meetings within the building Parents advised to drop children off alone, i.e. not to come with partners or family. This has been communicated in return to school letters to parents. There are staff on the entrance gate reminding parents to come alone. Parents have been asked to wear a mask when dropping off and picking up, as social distancing is difficult at some points. A member of SLT is available on the gate to provide a mask when needed. 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Pupil isolated in secure designated area (isolation room) if awaiting collection in line with https://www.gov.uk/coronavirus/education-and-childcare 	Y	

			<ul style="list-style-type: none"> Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a 'close contact' where the original suspected is confirmed as positive. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Any pupil with symptoms is escorted to the allocated area. Headteacher immediately informed of child being unwell with suspect Covid-19. Parents/Carers contacted and asked to collect immediately (2 emergency contact numbers held by school). Child's wellbeing and status observed from a safe distance when possible following the guidance outlined in "Covid-19: Implementing protective measures in education and childcare settings, 'What happens if someone becomes unwell at an educational or childcare setting' Double bagged receptacle in situ. All PPE to be removed afterwards following government guidance and stored in a specified container in an external area away from public access. RD notified immediately of any confirmed cases in school 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or alcohol based hand sanitiser readily available in all classes <p>Staff and pupils will wash their hands on entry and exit to school, before and after break and lunch, after they visit the toilet, before and after using specific equipment eg musical instruments, science equipment. Most children will use the sinks in or next to their classroom. 6HWa will use the toilets and sanitiser.</p> <ul style="list-style-type: none"> Lunchtime has been extended to ensure there is sufficient time for hand washing practices (1 hour) Skin friendly cleansing wipes used for those who need assistance in cleaning hands Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school. <p>Current classroom practice, posters in each class and cleaners ensure tissue boxes in every classroom</p> <ul style="list-style-type: none"> School provides tissues and sufficient bins to support disposal of waste. Bags tied up in class and cleaners dispose of all waste. 	Y	

			<ul style="list-style-type: none"> • Individual risk assessments in place for identified children who spit or use saliva as a sensory stimulant (HT and SENCo) • Face coverings will be promoted in common parts in areas where local COVID alert level is high or very high . At Hanwell staff will wear face coverings at pick up and drop off and in communal parts of the school. • <p>Additional hand sanitisers have been purchased and are stationed in each classroom as well as at appropriate points in school i.e. the reception desk for visitors and staff upon arrival. Additional pumps have been purchased for the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Pupils will be required to clean their hands at the following times during the school day:</p> <ol style="list-style-type: none"> 1. when they arrive at school 2. before eating their morning snack 3. when they return from morning break 4. when they change rooms 5. before eating their lunch 6. after eating their lunch 7. when they return from their outdoor lunch break 8. after any PE lesson 9. After any visit to the toilet <p>Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations. Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are used that they should be disposed of immediately into the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards</p> <ul style="list-style-type: none"> • 		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Aim to reduce contact between staff and pupils • Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings. • Focus likely to be on groups for younger children, and distancing for older children. • Children and adults will remain in one bubble only. • In shared environments/equipment increase cleaning frequencies. • There will be no mixing in wider groups for specialist subjects or wraparound care • Some specialist teaching will be delivered remotely via TEAMs. • The larger the group, the more robust the other controls need to be. • No expectation that young children distance within their groups. 	Y	

			<ul style="list-style-type: none"> • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. <p>Extra cleaner sourced/TAs trained in cleaning (COSH online training £10 pp – INSET day) At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms – out of reach of children. A cleaning timetable has been created for each class when children are not present.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day. Children wash their hands afterwards. Toilets are to be cleaned regularly. Toilets are allocated to class.</p> <ul style="list-style-type: none"> • • To enable the tracing process to be work effectively, schools will keep a comprehensive record of group/bubble composition. Close contact will not take place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual 		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Primaries and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. ○ Children will be sat in rows and front facing years 1-6 – one per desk ○ Classroom based resources, such as books and games, will be used and shared within their classroom only. These will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and or classes. ○ Children with complex needs are risk assessed and assessments are shared with staff , pupils and parents. 	Y	

			<ul style="list-style-type: none"> ○ Children will be grouped by class and there will be no curriculum groupings for phonics, these will be class based ○ Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Tables are set in the hall for staff to have lunch and staff sit with their bubble and at a minimum of 2 metres from other staff. ● Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources ● Avoid face to face contact and limit time spent within 1m of anyone. ● EYFS to be set up following the principles of Continuous Provision. All unnecessary furniture and soft furnishing will be removed. An enhanced programme of cleaning throughout the day will be in place. Children will be encouraged to wash their hands frequently. Children will remain within the EYFS bubble throughout the day. ● Education and care support for those with complex needs to be provided as normal. ● Interventions will only take place within the class or remotely ● Adults within classes to observe social distancing with other adults. <ul style="list-style-type: none"> ○ Cleaning materials have been provided and is used by staff in each bubble throughout the day at regular intervals. 		
			<p><u>Measures Elsewhere (key principles applied)</u></p> <p>Groups to be kept apart where possible.</p> <ul style="list-style-type: none"> ● EYFS breaks to be organised within the unit with existing zones being used therefore no cleaning needed between sessions ● Lunch 11.30 onwards – in class groups ● Year 1,3,5 breaktime 10.00 and lunch 12:00 in class ● Year 2,4,6 breaktime 10:20 and lunch 12:30 in class <ul style="list-style-type: none"> ● Assemblies will be delivered in class via TEAMS so there is no movement across corridors or large groupings of pupils. ● Zoned areas set aside for break/lunch to play in class bubble and groups timetabled to avoid contact . Wet play in classroom ● Children will not need to move around the school except for PE. If PE has to take place indoors then children will walk single file to the canopy or hall accompanied by staff. ● Class library systems to be in place – no access to library (VJo to keep replenished) 	Y	

			<ul style="list-style-type: none"> • Fire drills will take place termly to ensure all systems are in place, PEEPs for identified children. SRO will share updated fire evacuation points so groups remain separate. During this week each class will practice separately. If there is an unplanned fire alarm then staff will lead their class to designated area and practices eg fire marshalls take place as per plan. • Children eating hot lunch in their class, staggered break, lunch. Hot dinners to return with adapted menu. Lunchtime staff will bring lunches to the class which will have been ordered in advance. Children wash hands before and after lunch. Lunchtime staff collect used plates and cutlery. All food waste is bagged and collected by cleaning staff. • Staff room not practical space, coffee at break/lunch in library.. Hall cleared for staff to have lunch in the hall. BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas. Tables will be cleaned before and after lunch session by lunchtime staff. Staff informed to eat in bubble groups or to sit at a minimum of 2 metres apart. • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break and lunch ○ When groups change areas ○ After using the bathroom • 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Staggered starts for yr 6 at 8.30 and 3.00 pick up and Caterpillars 8.30 / 11.30 pick up. • Rest of school – 8.45 – 3.15 pm. • Letter home to parents outlining drop off and collection arrangements July 2020 and September 2020 and January 2021. Updates in newsletters • Parents must collect their children on time so that teachers can release children safely. Whilst parents are waiting, social distancing must be adhered to. Parents will be reminded of the importance of arriving to school on time. • On the rare occasion that a child arrives late, they will need to be signed in by a parent and a member of the office team will contact the classroom TA to come and collect the child and take them to their classroom. • Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely 	Y	

			<p>leave their care. Parents can contact teachers through email if they have queries about the day or they can call to make a phone appointment.</p> <ul style="list-style-type: none"> • The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to, but admin staff will be available outside at the beginning and end of the day to answer any immediate queries. • The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. <ul style="list-style-type: none"> ○ Year 6 mobile phones will be permitted and collected by classroom TAs on entry to school. These will then be stored securely in the classroom. At the end of the school day, the children will collect their phone ○ Any homemade, non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands. • 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Risk assessments in place for identified children (SEND) Eth • PPA will be covered by a member of each bubble • Visitors to site will be planned in advance. They will not be able to enter classrooms whilst staff and children present. Contact details will be recorded and kept for 21 days. • Equipment – <ul style="list-style-type: none"> ○ Classroom resources – can be used freely within the bubble, but subject to regular cleaning. This will be limited as far as possible but if required eg science equipment it will be cleaned and quarantined before being used by another group. 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned daily by TA – each class will have its own equipment ○ Pupils should limit the amount of equipment they bring to school – lunch box, PE kit, ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. ○ All children to be supplied with their own pencil case Yrs 1-6. If child brings in pencil case it stays in school and is not shared. 	Y	

			<ul style="list-style-type: none"> o Library books from the class library can be taken home o Homework set online so no transfer of equipment between home and school 		
			<p><u>Dedicated school transport (key principles applied) -</u></p> <ul style="list-style-type: none"> • Forest School will remain on site until further notice. • Risk assessment will be reviewed if /when swimming restarts at Sibford. 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • The playground is marked and each class has a timetabled slot • The library is used as a staffroom and 2 metres taped from urn area. Tables in hall well spaced for staff to have lunch. • Staff must use photocopier one at a time and wipe after use with cleaning materials provided. • Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups • BEIS guidance for Offices and Contact Centres referred to in reviewing non-student areas, e.g. school office, staff room etc. • Complete and display the <i>Covid-19 Secure in 2020</i> poster • <i>Amend/add to show details of local arrangements</i> 	Y	
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • Staff have been involved in the development of this risk assessment and control measures and given the opportunity to feedback. This will be a weekly process in September in case revisions need to take place. • This risk assessment will be published on the school website. Key points are communicated to parents re return to school communications. • Staff have access to Group's <u>occupational health and counselling service</u> • Newsletter informs parents weekly, arrangements for September sent before the end of term and beginning of new term. Parents can e-mail and phone school to discuss all/any concerns. Key features of risk assessment shared with parents. • The Headteacher will regularly update parents of any new routines as well as remind them of existing structures www / ebi • 	Y	

Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • An enhanced cleaning schedule has been put in place to take place during school hours. The additional cleaner has a timetable to clean high frequency surfaces at times when the classroom does not have children in. • The hall is timetabled to be cleaned more regularly eg. After breakfast club, after lunch, before and after Bridges. • All surfaces in school have been cleared particularly in the classrooms to make cleaning easier. Increased cleaning of touch areas such as door handles, tables surfaces, taps. After use, all outdoor play equipment in EYFS is sprayed with Milton from large spray units. Additional cleaning products have been purchased. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Some additional cleaning of tables and classroom equipment eg laptops etc may be undertaken by support staff. Training took place on September INSET day for online COSHH training. • Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use. • 	Y	
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • PE will take place outside as far as possible. Contact sports are to be avoided. Equipment to be cleaned between lessons. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). <p>No visits will take place in term 3 – either day trips or residential</p>	Y	
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). 	Y	

		increasing the risk of infection	<ul style="list-style-type: none"> If a child, becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> Risk assessment was shared with all staff 7.7.2020 and then TEAMS meeting held to discuss and adjust any points made. Risk assessment is reviewed and shared with all staff, C of G and on website There are opportunities for staff to respond Risk assessment has been shared with Chair of Governors. Regular reviews of the risk assessment will take place with SLT and H&S lead as well as whole staff. Key points of risk assessment shared with parents July 2020 and September 2020 and on school website. Staff will be available at all times when parents on site to support compliance. Visitors who cannot comply with expectations will be asked to leave the school site. Alternative arrangements for dropping off and picking up children will be agreed. On return to school 3.9.2020 all teachers will share expectations with all children in an age appropriate manner. It is expected that all children will follow these expectations. Risk assessment will be reviewed with parents where children do not or cannot comply and advice sought regarding child's attendance in school. This is detailed in updated behaviour policy. Staff who do not comply will be advised of consequences in line with disciplinary policy – CBo to ensure all staff are aware of policy 	Y	
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head (SRo) Contractor access to site for PPM/compliance inspections to be continued wherever possible, but when most children and staff are not present if possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) (SRo) <p>Key Checks</p> <p>Fire</p> <ul style="list-style-type: none"> A log of who is on site 	Y	

			<ul style="list-style-type: none"> • Daily Fire alarm panel operability checks • Daily site walks and checks on evacuation routes • Weekly fire alarm call point testing • Emergency lighting testing and maintenance for units located above ground level, in areas with no natural light, and in accommodation settings as a minimum e.g. boarding • Annotate the fire risk assessment providing details on the changes made <p>Legionella/Water Hygiene</p> <ul style="list-style-type: none"> • Do not drain down systems • Maintain hot water provision and circulation • Expand the weekly flushing of little used outlets to include every outlet, toilet, sink, urinal, shower etc. By maintaining throughput at all outlets it may be possible to eliminate the need for chlorination of the system prior to reopening. • Annotate the legionella risk assessment providing details on the changes made. <p>Gas</p> <ul style="list-style-type: none"> • Systems to remain operational to boilers and hot water generators and any other plant that is necessary • Isolation of supplies to labs and prep rooms wherever possible. <p>Ventilation</p> <ul style="list-style-type: none"> • Systems to remain energised and in normal operating mode • Where mechanical ventilation is present, re-circulatory systems to be adjusted to full fresh air mode. • Occupied rooms to have windows open, where possible. • Ensure that chemical store ventilation remains operational at all times. <p>Security</p> <ul style="list-style-type: none"> • Secure as much of the school as is possible. • Carry out (at least) weekly inspections of unoccupied areas. <p>General</p> <ul style="list-style-type: none"> • Maintain adequate first-aid provision linked to the sort of work being carried out. • Training on specialist equipment or procedures with a safety critical element e.g. D&T equipment, scaffold towers • Head to meet weekly during term time with the site/facilities/business manager to review any premises compliance items that are becoming a concern. • 		
The school lapses in following national/group	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes to be included in Jon Cole's Heads Bulletins. • Headteacher to ensure that all relevant guidance is followed and communicated 	Y	

guidelines and advice		outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. E-mail communication a route to update parents of any changes. • Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email • . All members of staff will be encouraged to report any omitted risks which the HT will then add into the risk assessment. The amended risk assessment will be shared with staff and updated on the school's website. Text message alerts will be sent to parents to alert them to the changes if relevant. 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed • Fire safety procedures amended to support COVID-19 arrangements SRO has amended fire congregation points to separate classes • Staff training scheduled monitored and any slippage identified SRO • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. (INSET Day) 	Y	
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis • Laptop provided to staff required to work from home 	Y	
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis • Laptop provided to staff required to work from home 		

Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. • Family link worker to keep wellbeing a priority and send out regular updates/check-ins to keep staff updated on where to go if they need help. 	Y	
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Caroline Bond	Date:	6.1.2021	Date of next review:	13.1.2021
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.