



Full School Opening September 2020- Infection Control COVID-19 General Risk Assessment Form

Risk assessment carried out by – Tammy Allen	Job title – Headteacher	Date of assessment – July 2020.
Review interval – in line with government changes.	Date reviews carried out – 04.03.21	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The school has more than 50+ pupils and staff and to comply with the current Guidance for full opening: schools in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
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Staff covered by this assessment – The School Community	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet). • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • COVID-19 may be spread by people who are not showing symptoms. 	

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In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school are following the guidance [Guidance for full opening: schools](#)

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#).

All relevant guidance is located in Appendix 1,links are subject to updates as required.

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COVID-19 transmission within the school community	Pupils, employees, visitors.	<ul style="list-style-type: none"> - Minimise contact – avoid contact with anyone with symptoms or signs of infection. - Staff have the option of testing twice a week using lateral flow tests. If they choose to use these they will test themselves at home on a Sunday and Wednesday evening and send their results to ES who will record all results. If negative they will attend school as normal, if positive they will stay at home, book a PCR test and stay at home until the results. If positive isolate for 10 days following NHS advice. - People who are ill must stay home, any persons displaying symptoms to leave the premises – follow current government guidance on self-isolation. - Registers are taken as normal each day of pupils present. - Staff arrive on site prior to the start of the school day and sign in. - Pupils are met each day at the identified time and place for their class by a staff member. Staff maintain social distancing and wear a mask at drop off and pick up times. - Parents will be asked to wear a mask when on school property. - Parents will not be permitted into the school building. - Staff attendance at work and those who remain working from home are monitored by the Head teacher /SLT. - Sickness absence procedures in place for Staff 	3	3	9	Y	<ul style="list-style-type: none"> - Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. - Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. - The Governing body of the school are to be informed of staff members and Parent/Carers concerns. - Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. - Head teacher to remind parents/carers and staff via newsletters etc. that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. - Parents/Carers and Staff members are reminded that testing for COVID-19 is 	<p>Head teacher-On Going</p> <p>HT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher-On Going.</p> <p>Head teacher-On-going.</p>

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		<p>and Pupils.</p> <ul style="list-style-type: none"> - Pupils are kept in consistent groups within their year groups. - Nursery will access Nursery toilets, children in Reception classrooms will access Reception toilets and children in Year 1 and 2 will access main toilets. Adults within these classrooms will closely monitor who is going to the toilets and only allow one year group in at a time. - Lunch will be on a rota with 30 minute slots in the hall. Maximum 2 year groups on the yard at any one time – 1 group on the left side of the yard (smaller side) and 1 group on the right side of the yard (larger side). There will be a clear divider between the 2 areas. Nursery will eat in their room and access their outdoor area. Each year group will have their own set of outdoor equipment. - Playtimes will be on a rota. Each group will be allocated an outdoor slot to ensure no year groups are mixing. Each group will have their own outdoor equipment. - Pupils arrive in their groups at designated times and are met each day in the playground by their designated member of staff who will be wearing a mask. Drop off times will be staggered between the times of 8.30am and 9.00am. A one way system will be operating for entering and exiting the school. 2 metre markers have been placed on the approach to the school and in the school yard to ensure parents are adhering to the social distancing. All parents will be asked to 					<p>available to everyone whatever their age. Testing is available through the NHS.</p> <ul style="list-style-type: none"> - Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school until <u>10 day isolation completed</u>. 	<p>Head teacher- Immediate</p>

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		<p>wear a mask when on school grounds.</p> <ul style="list-style-type: none"> - If a child in school shows any symptoms of COVID19 then they will be isolated in designated room (Deputy headteacher's office) with one member of staff who will wear PPE (located in the room) while supervising child. Room will be deep cleaned once child is collected. This room has a separate toilet. - The water fountain will be out of use until further notice. Each child is allocated their own water bottle which is always available. - Active engagement with NHS Test & Trace. All visitors are asked to sign into school and are now asked to leave a contact number. - Public Health England (PHE) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). - 						
Hand and respiratory hygiene across the school	Pupils, employees, visitors.	<ul style="list-style-type: none"> - Staff wash their hands with pupils at the start and end of the school day as well as regular intervals throughout the day. - Pupils are supervised to wash their hands - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. - Pupils are supervised when accessing the hand 	3	3	9	Y	- Where lidded bins are not available tissues are double bagged in a nappy sack and placed in the bin.	Staff-On going

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		<p>sanitizer.</p> <ul style="list-style-type: none"> - Tissues made available in each classroom. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Waste bins are in place to place used tissues in. - Waste bins are emptied daily, at the end of the school day. - Hand sanitiser station located at the main entrance for visitor use. - All Visitors sanitise their hands on entering the school building and wear a face mask. 						
Members of the school community presenting symptoms of COVID-19.	Pupils, employees, visitors.	<p>- Staff are aware of the symptoms of COVID-19- The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> ➤ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ➤ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) 	3	3	9	Y	<ul style="list-style-type: none"> - Head teacher to continuously remind Parents/Carers via school emails of the symptoms of COVID-19. - Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through 	Head teacher On going

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		<ul style="list-style-type: none"> ➤ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). - Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms - The school understands the NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team- - The new DfE service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturday and Sunday. Please only select this option if you have a confirmed case of covid-19 within your school or college. - The school have advised staff and parents/Carers that they will need to be ready 					<p>the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> - Head teacher to remind Parents/Carers and Staff via school emails that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow. - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of 	

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		<p>and willing to Book a test if they are displaying symptoms.</p> <ul style="list-style-type: none"> - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. - The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit. - Staff and pupils Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). 					<p>anyone they have been in close contact with by NHS Test and Trace.</p> <ul style="list-style-type: none"> - Remote education to be made available to pupils not attending the school. 	
Isolating Staff/Pupils during the school day	Pupils, employees.	<ul style="list-style-type: none"> -DHT office to be used to isolate Staff/Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. -The room only has a child's chair which is washable chairs located in it and a separate toilet to access. - Following access to the DHT room and toilet area, the area is locked and not used until it has been cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them DO 	3	3	9	Y	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. 	<p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p>

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		NOT need to go home to self-isolate					- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water.	Staff-As required
Pupil/Staff member testing negative for COVID-19	Pupils, staff.	- If a Pupil or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. - Other members of the household can stop self-isolating.	3	3	9	Y	- The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID.	Head teacher-On going
Staff/Pupil or family member tests positive for COVID-19	Staff/Pupil or family member	The Health Protection Agency are available to provide schools with advice and support- Contact - 0300 3038596-Option1 - The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a Pupil or member of staff tests positive , they are instructed to follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of	3	3	9	Y	- Schools should ask Parents/Carers and staff to inform them immediately of the results of a test: - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - Remote education to be made available to pupils not	Head teacher-On going

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		<p>smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <ul style="list-style-type: none"> - The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 10 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. 					<p>attending the school.</p> <ul style="list-style-type: none"> - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 	
Managing a Positive case of COVID-19- Ensuring all staff and pupils are safe.	Pupils and staff.	<p>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	3	3	9	Y	<ul style="list-style-type: none"> - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 	Head teacher
The School being placed on lockdown	Staff and pupils	<ul style="list-style-type: none"> - Wellbeing checks carried out for staff and pupils. - Work with the Health Protection Team. 	3	3	9	Y	<ul style="list-style-type: none"> - Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. 	Head teacher

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							- Following the guidance provided by the Health Protection Team.	
Transport on and off the school site.	Pupils, employees, family members	<ul style="list-style-type: none"> -Families will be made aware of the importance of social distancing on public transport when travelling to and from school. -No cars to enter the school site during drop off and pick up times to ensure the school site is safe for families to enable a one way system to operate. -Pupils will be met by staff members at the usual drop off/pick up points on the school site following staggered starts. -Staff will ensure that social distancing takes place using the markers on the yard and path approaching the gate. - Site manager to monitor barriers to ensure no cars enter the carpark during drop off and pick up. Carpark will be closed from 8.15 -9.15, 14.45 – 15.45. Deliveries are allowed access. - Designated car parking area available to staff. 	3	3	9	Y	-Pupils and Parents/Carers will be made aware of the instructions to follow	
New and Expectant Mums	Staff	<ul style="list-style-type: none"> - Staff to inform the Head teacher if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID -19 risk assessment completed. - Guidance from the NHS- Pregnancy and the coronavirus and the Royal College of Obstetricians & Gynaecologists as well as the NHS Who is at Risk is followed and shared with 	2	3	6	y	<ul style="list-style-type: none"> - Member of staff to raise concerns with their midwife/GP in the first instance. - Concerns to be raised with the Head teacher where need identified. - Where need identified HR to be consulted. 	<p>Staff member-As required</p> <p>Staff member-As required</p>

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		staff members. - Shielding for all staff members has been suspended from the 1 st August 2020.						
New and Expectant Mums showing symptoms of COVID-19	Staff	- Staff are aware of the symptoms of COVID-19. - Staff instructed to follow the guidance; - Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. - Book a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation .	2	4	8	Y	- See Managing a positive case in the school community. - Staff can be referred to Occupational Health Service regarding a testing for COVID-19. - Where need identified consultation to take place with HR.	Head teacher
Parents, Staff and Pupils wearing face coverings when making their way to the school building	Staff and pupils	- All staff to wear a face mask when on the yard at drop off and pick up times. - All parents have been asked to wear a face mask when on school grounds. - Pupils and staff who use face coverings remove them when they arrive at the school building. - Staff and Pupils instructed not to touch the front of their face covering during use or when removing them. - Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face	3	3	9	Y	- Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building.	Head teacher

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		<p>coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home.</p> <p>- Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <p>- The school will not provide face coverings to Staff or Pupils for transport purposes.</p>						
Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	Pupils, employees, family members	<p>- If we had staff/pupils with particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, we would carry out specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</p> <p>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	3	4	12	Y	<p>- Where need identified the Head teacher will discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</p> <p>- Head teachers are as far as practically possible to accommodate concerns raised.</p>	Head teacher-on going
Staff/Pupils who are clinically	Pupils, employees, family	- Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to	3	4	12	Y	- Where need identified-Staff individual Medical/III-Health risk assessment to be	Head teacher-as required

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vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	members	<p>work from 1 August as long as they maintain social distancing.</p> <ul style="list-style-type: none"> - Guidance for those who are clinically-vulnerable, including pregnant women, is available. - The Head teacher has flexibility regarding staff members medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 					<p>completed.</p> <ul style="list-style-type: none"> - Where need identified staff referred to Occupational Health Service. - Individual cases to be discussed with HR. - Pupils EHCP's reviewed and discussions to take place with their parents prior to them returning to school. 	
Transmission of COVID-19 to Pupils/Staff	Staff and pupils	<ul style="list-style-type: none"> - Access to the school site is controlled, with a one way system in operation. - Each year group have a staggered start which clearly identified. -All pupils must be accompanied to school each morning by one adult wearing a mask, if possible the same adult each day. - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. The approach to school and the school yard has clear markings to encourage social distancing. - The start of the school day has been staggered to allow controlled access into the school building by pupils. - The end of the school day to be staggered to prevent gatherings on the school site. 	3	3	9	Y	<ul style="list-style-type: none"> - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - Staggered start times and times communicated to parents via school email. - Parents/Carers advised to leave the school site immediately once their child has entered the building via the one way system. - School entrances and site secured at the start of the school day. - Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day. 	Staff, Head teacher - ongoing



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		<ul style="list-style-type: none"> - Parents not permitted to enter the school building unless need is essential. - Pupils are met each day at the identified place on the yard for their year group class by a staff member wearing a mask. - Pupils store outdoor clothing and bags in designated area. - Staff store their bags in lockers, store cupboards. -Water bottles clearly named, are to store them within a designated area of their allocated classroom. - Pupils are supervised to wash their hands at the start of the school day and at regular interval throughout the day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands with pupils at the start of the school day and throughout the day. - Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to DHT room and next of kin/parents contacted. 						
Visitors/Contractors, Agency Staff, Volunteers and Support	Visitors/Contractors, Agency Staff, Volunteers and Support	<ul style="list-style-type: none"> -- Floor markings in place at the main school reception area ensuring social distancing. - Posters/notices clearly displayed and reference handwashing/hand sanitizing. 	3	3	9	Y	- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to be advised not to attend the school if they are unwell.	Head teacher Ongoing

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Agencies working in the building contracting/transmitting COVID-19	Agencies	<ul style="list-style-type: none"> - Visitors to the school are by appointment only. - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building and wear a mask. - A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details. - Dedicated areas identified for use by Support Agencies. - Training room allocated to Support Agencies to reduce movement around the building. - All visitors are accompanied when moving about the building. - Parents/Carers discouraged to access the main reception area without an appointment. - Waste bins emptied at the end of the school day. - Face coverings to be worn in the school building. 					<ul style="list-style-type: none"> - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. 	
Initial Teacher Training Students	Students, staff, pupils	<ul style="list-style-type: none"> - Allocated a class/year group to work with within the school. 	3	3	9	Y	<ul style="list-style-type: none"> - ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene. - Reminded what the symptoms of COVID-19 are. 	SLT-As required

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
Entrance to the school site and building	Pupils, employees, visitors	<p>-Access to the school site to be controlled and a one-way system in place. RISA to use main entrance at front of school only and RJS to use Western Hill entrance only.</p> <p>-Parents and children to enter school site through the pedestrian gate following one-way system and entering school yard through main school gate. Children to be dropped off in playground where a member of school staff will meet them adhering to the social distancing and wearing a mask. Parent will then leave the site via the gate at opposite end of playground, along main footpath and exit via the car park gate. Signage will be in place to support the one-way system and social distancing.</p> <p>-No cars to be allowed on site during drop off and collection times. Ryhope Early Days Nursery to not allow any cars on site during this time.</p> <p>-Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. Where possible this needs to be the same adult.</p> <p>-Pupils, Parents/Carers advised to maintain social distancing when entering the school site. Parents to drop off in school playground where there will be markings to support social distancing.</p> <p>-The start of the school day has been staggered to allow controlled access into the school grounds and building by pupils/parents.</p> <p>-Parents not permitted to enter the school building unless need is essential.</p>	3	3	9	Y	<p>- Parents reminded to ensure social distancing when on the school site.</p> <p>-Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</p> <p>-Staggered start times introduced for all year groups, times communicated to parents via school communication links and updates provided where need identified.</p> <p>-Parents/Carers advised to leave the school site immediately once their child has entered the building via the one way system.</p> <p>-School entrances and site secured at the start of the school day.</p> <p>-Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day.</p> <p>-Staff car park gates to be locked once all children are in school.</p> <p>- Ensure path is clear before allowing visitors to walk to/from the main office.</p>	Staff/Head teacher-On Going

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> -Pupils are met each day at the identified entrances for their year group class by a staff member at a distance. -Pupils store outdoor clothing and bags in designated area. -Staff store their bags in lockers, store cupboards. -Pupils are supervised to wash their hands at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. This will be carried out at regular intervals throughout the day. -Staff to wash their hands with pupils at the start of the school day and at regular intervals throughout the day. -Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted. - The main office has limited opening hours – 9.45 – 2.45 with a maximum of 2 adults allowed in at any one time. When talking to visitors the hatch will remain closed. - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures. - Clear signage in place prompting hand washing/use of hand sanitizer. - Clear signage in place to remind adults to wear a face mask at drop off and pick up times. - Hand sanitiser station in place. 						

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> - Visitors apply hand sanitizer when they enter the school building. - Visitors are signed by the office staff. - Face coverings to be worn in the school building by visitors. 						
COVID-19 spreading from person to person within the school building	Staff, pupils	<ul style="list-style-type: none"> - Cleaning schedule in place before the school day, lunchtime and at the end of the school day. - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Hand sanitiser available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. - Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. 	3	3	9	Y	<ul style="list-style-type: none"> - Staff to take responsibility for their own personal hygiene throughout the school day. - Hand towels used and not hand dryers to ensure that hands are dried thoroughly. - The Site manager to raise any stock level concerns with the SBM in relation to equipment/chemicals etc. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to the home environment. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. 	Head teacher - ongoing

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> - Pupils and Staff ensure that they thoroughly dry their hands. - Cleaning products readily available in the immediate area of the classroom for spot cleaning. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. - Staff and pupils wash their hands at the end of the school day - Windows to be opened in classrooms during the school day to allow natural ventilation. - COSHH assessments in place and shared with cleaning staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. 						
Maintaining infection control in the Classrooms	Staff and pupils	- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable	3	3	9	Y	- The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.	Head teacher

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
and during break periods		<p>however where ever possible staff will remain in their own group.</p> <ul style="list-style-type: none"> - Staff always maintain social distancing with other staff members - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. - Timetable reviewed to reduce the need for pupils to move about the building. - Wet play activity boxes available in each classroom. - Outdoor activities to be carried out on a rota basis to ensure social distancing. - Where possible teaching activities to be carried out in the outdoor areas of the school. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. Year 1 and 2 classrooms set out to provide adequate space for staff and pupils. - Robust cleaning regime in place. - Waste bins located in classroom/hall areas and emptied at the end of the school day. 					<ul style="list-style-type: none"> - All pupils to have their own individual water bottles in school clearly labelled with their name. Staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe. Water bottles sanitised at the end of each day. - Consider that where mixing into wider groups for breakfast club, wraparound care pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. -Cleaning regime checklist to be implemented to include; toys, books, desks, chairs, 	<p>Staff-On Going</p> <p>Head teacher</p> <p>Staff</p>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> - Water fountains taken out of use around the school site. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitizer stations located around the building where need identified. - Alcohol gel dispensers located at main entrance, main office, above staff sign in area, playground entrance and outside of classrooms. 					doors, sinks, toilets, light switches, stationery items and the staff areas.	
EYFS	Staff, pupils	<ul style="list-style-type: none"> - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - Cleaning schedule in place. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified. - Where possible staff socially distance when working together. 	3	3	9	Y		Head teacher Staff
Wrap around care	Staff, pupils	<ul style="list-style-type: none"> - Current guidance advises that wrap around care can re-commence however at the current time there is no necessity for wrap around care due to lack of numbers. 	3	3	9	Y	<ul style="list-style-type: none"> - Consider that where wraparound care has to take place pupils are able to maintain social distancing and staff endeavor to prevent 	Head teacher

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	Risk Assessment	1	May 2020		22/38



Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> - Breakfast club will recommence from September 7th. There will be tables assigned to year groups and the children will remain at the tables and not mix with children from other year groups. The tables will be spread out in the school hall. - Social distancing of pupils and staff is maintained. 					physical contact between pupils. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school	Staff
Maintaining Year Groups to reduce transmission of COVID-19	Staff, pupils	<ul style="list-style-type: none"> - Pupils kept in consistent groups. - SLT will continue to walk around the school, particularly at times when transitions are at a minimum. - Pupils taught in their classrooms, movement is limited throughout the school day. - Classroom based resources, such as books and games, are used and shared within the group. - Classroom resources included in the cleaning schedule for each class. - Movement limited where possible to key times-Break times/Lunch times. 	3	3	9	Y	- Stagger the start times for year groups to ease congestion at the start and end of the school day	Head teacher
Break and Lunch periods	Staff, pupils	<ul style="list-style-type: none"> - Menu to be agreed with the kitchen contractor. - Ensure that pupil and staff social distancing can be attained. -Staggered break times and lunch times agreed 	3	3	9	Y	.	Head teacher

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		for year groups. - Pupils directed to wash their hands during break/lunchtime periods. - When congregating in hall doors are opened to allow natural ventilation. - Outdoor areas accessed as much as possible. - Areas zoned off for use by specific year groups. - Spot cleaning carried out. - Surfaces are cleaned following each group use. - Cleaning schedule in place.						
Pupils refusing to social distance/ follow hand washing procedures	Staff, pupils	- Parents/Carers advised prior to the pupils returning to the school that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed where need identified. - Cleaning schedule in place for the whole school. - Staff supporting pupils continue to adhere to regular hand washing.	2	3	6	Y	- Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly	Head teacher- As required Staff-Where need identified Head teacher- Where need identified. Staff- Immediate Head teacher- Where need identified.

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
							cleaned. - Where need identified support be sought from the SEND Team and Educational Psychologist.	
Pupils that have an EHCP that require staff support throughout the day	Staff, pupils	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart - All equipment needed for the child is set up in the space before the start of the session - Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom) - The pupil follows the staff member to the identified area and returns to class following the intervention in the same way - Following the intervention Staff and Pupil wash their hands. - After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil if in a different group. - Pupils with an EHCP have individual risk assessment personal to their needs. 	3	3	9	Y		Head teacher DHT
Intervention groups	Staff, pupils	- The school will review groups so that each small group receiving support is drawn from one	3	3	9	Y	- Where such groups are needed to be formed ensure	Staff - ongoing

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	Risk Assessment	1	May 2020		25/38



Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>class/year group only.</p> <ul style="list-style-type: none"> - Pupils from each class will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area. - The area will be cleaned if used by another year group. - Staff wash their hands between each intervention group. - Interventions are carried out in identified areas of Reception and Key Stage 1. - Year 1 pupils will be in class groups. - Pupils will be split into phonics groups, taught by the two Reception teachers and the Reception Teaching Assistant. - Pupils will be split into phonics groups, taught by the two Year 1 teachers and the Year 1 Teaching Assistant. - Children will have two phonics sessions a day to support catch-up. 					that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.	
Classroom resources	Staff, pupils	<ul style="list-style-type: none"> - Resources that are shared between classes such as sports, art and science equipment are cleaned frequently and meticulously but the sharing of such resources is kept to a minimum and not at all if possible. - Resources cleaned prior to each group using them and allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. 	3	3	9	Y	<ul style="list-style-type: none"> - Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups. - Resource boxes to be set up in advance where possible. 	Staff

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		- If pupils have access to online facilities at home they will be asked to access their reading books online. If pupils do not have this facility they will be given a reading book to take home.						
PE Activities	Staff, pupils, external providers	<ul style="list-style-type: none"> - Pupils are to be kept in consistent groups. - Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. - Outdoor sports prioritized where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school. - Class/Year group maintained for after school clubs/activities. - Cleaning schedule in place for any PE equipment accessed during the school week. - All pupils will come into school in their PE kit on the days they have PE. They will remain in their PE kit all day. 	3	3	9	Y	<ul style="list-style-type: none"> - Parents/Carers and Pupils advised what PE kit pupils should wear to school. - PE Guidance available - guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport is available. Association for Physical Education and the Youth Sport Trust - Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. 	Staff and external providers
Music lessons	Staff, pupils, external providers	<ul style="list-style-type: none"> - Lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. - Singing should not take place in larger groups such as school choirs and ensembles, or school 	3	3	9	Y	<p>Current guidance advises;</p> <ul style="list-style-type: none"> - There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting. - Where instruments are to be 	Music Lead

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		assemblies					played consideration be given to lessons taking place outside. - Consider limiting class sizes to no more than 15 if instruments and singing are to take place. Further guidance is to be issued by the DfE in due course.	
Educational Visits	Staff, pupils	- Daily visits are uploaded to the EVOLVE system. - Where possible the school is making use of local outdoor spaces. - Hand wipes hand sanitizer carried by staff for use during the visit.	2	3	6	Y	- Ensure that pupils are kept within their consistent groups. - Ensure that venues accessed are COVID-19 secure.	Staff
Swimming	Pupils	- Not currently permitted under current guidance documentation.	2	3	6	Y	- Guidance to be provided to schools when the guidance is updated by the DfE.	Head teacher
School Assemblies	Staff, pupils	- Not currently permitted under current guidance documentation.					- Consider Class-based assemblies.	Staff
Moving about the building/ school site	Pupils, employees, visitors	-Clear direction given to parents via the school's communication links for the start and end of the school day with signage directing parents. -Social distancing measures adhered to where possible. -Posters and 2m markings in place around school corridors reminding pupils to maintain a 2-metre distance when possible.	3	3	9	Y	-Movement about the building monitored throughout the school day. -Rota's changed where need identified. -Cleaning regime in place for	Head teacher-On Going



Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> -Pupils are always supervised when moving about the building. -Pupils and staff advised to stick to the left-hand side of corridor areas. - Pupils supervised by staff members when moving about the building. - Hand sanitizer dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitizer supervised by Staff members. 						
Outdoor Play Areas/ Equipment	Pupils, employees, visitors	<ul style="list-style-type: none"> -Each class on a rota to use the outdoor space. -Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use. - Rotas in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. -Fixed play equipment to be wiped down with anti-bacterial spray after each group's use. -Portable equipment wiped down after each use. -Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. 	3	3	9	Y	<ul style="list-style-type: none"> -Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. -Outdoor play equipment to be included in the deep clean to take place in the Summer Break 	Head teacher staff
Welfare facilities	Pupils, employees, visitors	<ul style="list-style-type: none"> -Staff supervise pupils when washing their hands in the toilet areas and sink areas. - Cubicles in place. -Toilet facilities cleaned at regular intervals 	3	3	9	Y	<ul style="list-style-type: none"> - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, 	Site manager

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</p> <ul style="list-style-type: none"> - Staff and pupil toilet facilities cleaned before and after school. -Windows are opened in the staff room when it is occupied by staff members. -Position of furniture within staff room areas reviewed to ensure social distancing. Staffroom set up to ensure staff are social distancing and maximum 5 adults in the room at any one time. - Alternative space made available to staff for breaks. 					flush handle/buttons, toilet roll dispensers are adequately cleaned.	
Personal Protective Equipment (PPE)	Pupils, employees, visitors	<ul style="list-style-type: none"> -Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. - Posters of how to put on and take off a face mask correctly are in key areas around the school. -Staff follow good hand washing practice. 	3	3	9	Y	-The school is to hold a supply of PPE-disposable gloves, aprons and face masks on the school site.	
Challenging behaviours displayed	Pupils, employees,	<ul style="list-style-type: none"> - A risk assessment for all pupils on the SEND register has been carried out and all the children have been RAG rated. The rating will reflect on the level of support and contact from school. -Pupils with challenging behaviours identified. 	3	3	9	Y	<ul style="list-style-type: none"> -Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. -Where restraint has had to be carried out review the risk 	Staff/Pupils- Where need identified.

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> -Risk assessments are in place for pupils who demonstrate challenging behaviours. -Relevant staff are Team Teach Trained. -Where need identified Team Teach techniques are applied, including restraint. - Only staff who have volunteered and are Team Teach trained will apply the techniques – HT/DHT/CB/HT. 					<ul style="list-style-type: none"> assessment in place. -Review whether PPE is required when managing challenging behaviours. -Where need identified review the Behaviour Policy. - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. - Where need identified face visors be made available to Staff. - Where need identified support be sought from the SEND Team and Educational Psychologist. 	
First Aid Provision and support with medication	Pupils, employees,	<ul style="list-style-type: none"> -At least one member of staff on site each day that is first aid trained. -Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in 	3	3	9	Y	<ul style="list-style-type: none"> -Gloves and first aid items used to be double bagged and placed in the waste bn. -Waste bins emptied throughout the school day. 	Staff-On going

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<ul style="list-style-type: none"> use -Staff to wash their hands prior to administering first aid -Staff to wear disposable gloves when providing first aid support. - PPE available at staff request. -Staff to wash their hands after providing first aid support. -Medication policy in place. - Staff to wash their hands prior to support with medication and after support. - Head teachers are aware of the current guidance regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs. 					-Ensure that a stock of disposable gloves, masks and aprons are available for staff use.	
Emergency Situations	Pupils, employees, visitors	<ul style="list-style-type: none"> - There is an automatic fire detection system fitted at the school which is tested weekly. - In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. - Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. - Staff and pupils are to maintain social distancing 	3	3	9	Y	<ul style="list-style-type: none"> - The Site manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. - Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. -The Site manager is to 	Site Manager SLT/Staff

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>when registers are being taken at the assembly point.</p> <ul style="list-style-type: none"> - Staff and Pupils re-entering the building is to be staggered. - Staff and pupils are to wash their hands when they're enter the building. 					undertake their usual weekly checks of the fire alarm system.	
End of the school day	Pupils, employees, visitors	<ul style="list-style-type: none"> -Pupils/Staff will wash their hands before they leave the school site. -Only one Parent/Carer permitted to collect their child from the school site wearing a face mask. -Parents/Carers to ensure that they follow social distancing. -Parents/Carers directed to leave the school site immediately once they have collected their child. -Staff control the flow of pupils leaving the school building to encourage social distancing. -Gates are secured to the school site. -Gates and entrance doors are included in the cleaning regime at the school. 	3	3	9	Y	<ul style="list-style-type: none"> -Parents/Carers to keep the school up to date who will be collecting their child from school. -Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. -Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. 	Parents/ Carers-On Going

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
Office areas	Pupils, employees, visitors	<ul style="list-style-type: none"> -The doors of Offices in use can be wedged open when occupied. -Where available, windows are opened whilst the office area is in use. -Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are emptied at the end of the school day. -Staff may undertake other activities that causes them to leave the office area over the course of the school day – wash/sanitise hands on return. -Parents and visitors enter the office area only when essential. - Signage in place on office doors indicating the maximum occupancy number. 	3	3	9	Y	-Where waste bins do not have lids waste will be put in a small bag with handles, tied then placed in the waste bin which will be emptied daily. (Double bagged).	Caretaker/ Premise Manager-On Going.
Toilet Areas/Personal Care changing facilities	Staff, pupils	<ul style="list-style-type: none"> - Allocated to year groups of pupils. - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified and have closed lids. SLA in place. 	2	3	6	Y		Staff
Catering facilities	Catering staff	<ul style="list-style-type: none"> - External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Handwashing and hand sanitizer facilities 	3	3	9	Y	<ul style="list-style-type: none"> - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. - Contractors that run the kitchen are responsible for completing their own risk 	Head teacher

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		<p>readily available.</p> <ul style="list-style-type: none"> - Handwashing posters located in welfare facilities. - Catering staff adhere to hand washing guidelines. - Serving hatches provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Kitchen deliveries made directly to the kitchen area where possible. - None kitchen staff prohibited from entering the main kitchen area. 					assessment to ensure the safety of their staff.	
Deliveries to the school	Employees	<ul style="list-style-type: none"> -Only essential items are ordered by the school. -Identified staff take responsibility for deliveries made to the school. -Staff members wash their hands before and after decanting orders and storing them away. -Kitchen deliveries are made directly to the kitchen area. -Packaging to be placed in the external bin store. 	3	3	9	Y		
Staff Wellbeing	Staff	<ul style="list-style-type: none"> -Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). link. -Staff receives sufficient breaks during the school day. -Staff encouraged to leave the school site shortly after the end of the school day. - Staff have been provided with COVID-19 mental health link. 	3	3	9	Y	<ul style="list-style-type: none"> - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. -Where need identified staff are to be referred to Occupational health. - HR colleagues contacted for support where need identified. 	<p>Staff-On-going</p> <p>Head teacher-As required.</p>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		- The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing						
Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> - Focused pastoral support in place. - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupils behaviour via the usual routes, including Safeguarding. - Embedded in the curriculum. - Our Pupil Welfare Officer will continue to do home visits as and when needed. These will be conducted following government guidelines and a face mask will be supplied if needed. 	3	3	9	Y	<ul style="list-style-type: none"> - The school to contact the agencies who regularly support their pupils with social and emotional support. - Ensure that staff are aware of the healthy child programme 	Head teacher Staff-As required
Deep Clean	Pupils, employees, visitors	- At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.						
Waste Management on the school site		<ul style="list-style-type: none"> - External bin store in place. - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the 	2	2	4	Y	- Review refuse collection SLA to ensure that it meets the current needs of the school.	SBM, Site manager

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		end of each day and placed in the designated bin store area.						
SBM working across 2 different sites	Pupils, employees, visitors	<ul style="list-style-type: none"> - SBM to social distance at both sites. - Wherever possible work at a designated desk or room at each school. - Avoid or limit contact with children at both sites. 	3	3	9	Y		SBM

Date of assessment review	Signatures
16.07.20 01.09.20 17.09.20 14.12.20 04.01.21 04.03.21	

School Risk Assessment Matrix

	Very unlikely 1	Unlikely 2	Possible 3	Likely 4	Very likely 6
Insignificant 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20

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Catastrophic 5	5	10	15	20	25
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Risk Rating Action

Scores of 1-4 = Low Risk - No action – No further action but ensure controls are maintained and reviewed

Scores of 5-9 = Medium Risk - Action - Look to improve within specified timescale

Scores of 10-15 = High Risk - Urgent action - Take immediate action and stop activity if necessary, maintain existing controls rigorously

Scores of 20-25 = Very High Risk – STOP - Stop activity and take immediate action

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