

Significant Findings of Risk Assessment

Site / Premises: Moat Community College	Assessment Carried Out By	Assessment Serial Number: 003 – 09/07/20		
Department: Whole Site	Name: Paul Longland & Laura Patel	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Signature:		As required	
	Responsible Manager / Team Leader etc			
	Name: Brian Killeen	27/08/20		LPA/BKI
	Signature:	04.09.20		LPA/BKI
		11.09.20		LPA/BKI
		05.10.20		LPA/BKI

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.		The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance					
What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place		Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
Catching or Spreading COVID 19	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.	Likelihood	Impact / Severity	Risk Rating Score			
			2	4	8			

	<p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried either using disposable towels etc, which should be disposed of into the bins provided, or the hand driers.</p> <p>For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before and after lunch, after using the toilet and when changing rooms</p>							
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	<p>(Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> <p>Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach.</p> <ul style="list-style-type: none"> • Tier 1 – All schools will be open as normal. • Tier 2 – Secondary schools & FE establishments will use a rota basis to limit on site attendance (possibly 2 weeks attending, followed by 2 weeks home learning). <i>All other sites attendance is unaffected.</i> • Tier 3 – Secondary schools & FE establishments attendance will be limited to vulnerable children & young persons, children of critical workers and selected year groups as prioritised by the DfE. <i>All other sites attendance is unaffected.</i> • Tier 4 – All Schools & FE establishments attendance will be limited to vulnerable children & young persons and children of critical workers (<i>excepting special school and Alternative Provision which will continue</i>). <p>The detail of the rotas implemented will be at the discretion of the schools concerned.</p>							
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		<p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records should be kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>From the 1st September, in areas of National Government Intervention (Local Intervention Areas) e.g. Local Lockdown Areas, face coverings are to be worn by all pupils of Year 7 & above and adults in corridors and communal areas where social distancing is difficult to maintain (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying). A small stock of spare face coverings is held to support this measure. Should the school fall outside this area, the application of this control measure is at the discretion of the Principal.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) From 5th October it is envisaged these Staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p>				<p>To be distributed by Every. Additional paper copies to be provided for employee not on the Every system and for essential visitors to the school.</p>			
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		<p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p>							
<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 14 days. Under the NHS Test & Trace system, all staff and students attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p>	2	4	8				

		<p>When notified of a positive COVID 19 test result, the school should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 14 days. (The other household members of those close contacts do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. 				<p>Any tissues or material used by someone suspected of having Covid 19 will be put in the hazardous waste bin located in medical room 1, near the main office. PHS will put an orange bag in the unit, this is for Category B infectious waste material. As our contracted clinical waste specialist, they will remove the bag.</p>			
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	<p>wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none">• Use a vehicle with a bulkhead for segregation.• The driver and the passenger should maintain a distance of 2 metres from each other.							
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		<ul style="list-style-type: none"> • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. • Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are also not required to wear a face covering. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. • No overnight or overseas visits are to be undertaken. 							
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<p>Contamination during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). • Require all persons to wash & dry or clean their hands on arrival at school. <i>Hand washing with soap to be at least 20 seconds each time.</i> • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>iPads in reception are disabled and covered.</p>			
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		<p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the main entrances/exits and throughout the school.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>							
<p>Contaminati on within Internal Areas</p>	<p>Staff, Pupils, Visitors</p>	<p>It is understood that some KS3 and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances.</p>	<p>2</p>	<p>4</p>	<p>8</p>				

	<p>It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p><i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres).</p> <p>The use of the Staffroom is to be kept to a minimum.</p> <p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance.</p> <p>Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>In Assemblies each group is to be kept separate from others (This may require single group or class assemblies).</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>				<p>Theatre to be available for staff use only.</p>			
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	<p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. <p>Singing activities or playing brass or wind instruments is permitted only,</p> <ul style="list-style-type: none"> • Where social distancing of 2m between each individual can be maintained. • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not facing others and not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. • For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ <p>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements are not</p>				<p>All classroom windows to be opened every morning.</p>			
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		<p><u>compromised.</u></p> <p>Ensure occupied rooms are well ventilated, opening windows where possible. <i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p>Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the school are not compromised). When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p>							
Contaminati on in Outdoor Areas	Staff, Pupils	It is understood that some KS3 and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	1	4	4				

		<p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Timetables to be reviewed to stagger break times and reduce congestion.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment if used, should be cleaned after each use.</p> <p>On return to the classrooms, hand sanitiser to be used.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>							
<p>Allocation of Staff</p>	<p>Staff</p>	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher, Site Manager or College Business Manager. • All staff medical needs to be discussed with the Head teacher or College Business Manager prior to them entering the school. 	<p>2</p>	<p>2</p>	<p>4</p>				

		<ul style="list-style-type: none"> • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 						
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For SEN the group size will be determined by local circumstances.</p> <p>It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p>	2	2	4	2m teacher area in classrooms to be marked out.		

		<p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>						
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored 	2	2	4			

		<p>securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <ul style="list-style-type: none"> • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>						
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	1	2	2			
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p>	1	2	2			

		<p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>							
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p>	2	2	4				

		<p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>						
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>All persons should be required to stay on site once they have entered it and not use local shops etc where possible.</p> <p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p>	2	2	4		Theatre to be used as staff dining room.	

		<p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>						
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p>	2	2	4			
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the</p>	2	2	4			

		control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. Staff are to challenge any person not adhering to the control measures within this risk assessment.						
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.	1	2	2			
First Aid provision	Staff Pupils, Visitors	First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained. Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary. When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.	1	2	2	PPE equipment available at reception for emergency first aid incidents.		

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:


<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK	OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED				Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
HIGH RISK	15-25		Immediate Management Action							
MEDIUM RISK	9-12		Plan for Change							
LOW RISK	1-8		Continue to Manage							
	5 Almost	5	10	15	20	25	Im pac t Crit	IMPACT	SCORE	HEALTH & SAFETY EFFECT
								Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.

Certain					
4 Probable /Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.