

## Overview

This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the [HROD-Safety@sunderland.gov.uk](mailto:HROD-Safety@sunderland.gov.uk)

# Risk Assessment



<b>Work Activity/ Hazard:</b>	<b>Schools partial opening t vulnerable and keyworker pupils only COVID-19 Task Based) Risk Assessment (v.2)</b>	<b>Directorate</b>	Childrens Services	<b>Section:</b>	Education & Childcare settings: Schools
<b>Date of Assessment:</b>	9 <sup>th</sup> July 2020 <b>Reviewed and amended to reflect national lockdown 6.1.21</b>	<b>Date to be Reviewed:</b>	15 <sup>th</sup> February 2021 (or sooner following any change in guidance).		

<b>Likelihood</b>	<b>Severity</b>
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

	5	5	10	15	20	25
5	5	10	15	20	25	25
4	4	8	12	16	20	20
3	3	6	9	12	15	15
2	2	4	6	8	10	10
1	1	2	3	4	5	5
	1	2	3	4	5	5
<b>LIKELIHOOD</b>						
						<b>SEVERITY</b>

1 – 2	No Action
3 – 6	Monitor
8 – 12	Action
15 – 16	Urgent Action
20 – 25	Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
<b>Full School Opening: COVID-19 Autumn Term 2020</b> (based on government guidance) <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>									
Spread of COVID-19	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p>	2	5	10	<p><b>From 6.1.21 school is open to vulnerable children and children of keyworkers only.</b></p> <p>Parent/Carers were emailed an <b>‘INFORMATION FOR PARENTS REGARDING REOPENING FOR ALL PUPILS IN SEPTEMBER 2020’</b> document detailing the current government guidance on minimising contact and the prevention of the spread of COVID19.</p> <p>Posters displayed in windows and corridors detailing symptoms and advising people who are displaying any of the symptoms must stay home and follow current guidance.</p> <p>Catch it, bin it, kill it posters displayed in classrooms above lidded bins for safe disposal of tissues and hand towels. Bins will be emptied every afternoon by cleaning staff. Waste is double bagged and disposed of in the outdoor bin storage. New bin liner fitted after each emptying of waste.</p>	1	5	5

	Provide bins and empty contents at regular intervals				Pupils to use clean tissue to push open lid to dispose of their waste. Pupils			
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		<p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p>	2	5	10	<p>must then be told to wash their hands thoroughly immediately.</p> <p>Cleaning staff on duty from 1.30pm and available for any emergency cleaning during the afternoon. Children and school staff must vacate the room if any cleaning is to take place in the classroom during lesson time. Cleaning staff to deep clean at 4pm all rooms and areas that have been used during the day. On duty staff to notify cleaning staff each day of any other areas in school have been used to ensure a deep clean is conducted on top of routine clean.</p> <p>D10 spray and blue hand roll is located in each classroom to be used by on duty school staff as required during the school day. COSHH and paperwork have been provided to staff previously.</p> <p>Site Manager to check classroom hygiene supplies at 7am and replenish as required.</p> <p>Soap dispensers have been fitted to every classroom above sink area. Dispensers and hand towels are restocked each morning and during the day as required.</p>	1	5	5

						<p>Each classroom has a 'sanitation station' which consists of tissues and hand sanitiser. A surplus stock of towels and tissues is situated in the corridor outside of each year group for staff to replenish stock during day if required.</p>			
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			2	5	10	<p>Blue handroll and D10 spray (<b>out of pupil reach</b>) is in place in each room for <b>staff use only</b> for additional cleaning of surfaces if needed in between the contracted cleaning regime.</p> <p>SBM ensures there is a constant additional supply (stored in the main staff room) of D10 spray bottles made up following the correct ratios as per instructions. Cleaning staff monitor classroom supplies and replenish as needed.</p> <p><b>Classroom 4CS is to be used as the isolation area (during National Lockdown only).</b> The room can be well ventilated, and the space allows the accompanying member of staff wearing PPE to be positioned safely outside of the office, whilst being able to constantly monitor the unwell individual.</p> <p>Room to be closed off once vacated and cleaning contractor to be advised. No access to room to be made prior to deep clean. This will be communicated by poster and barrier to entrance of door.</p> <p>PPE is stored in KS1 and KS2 first aid boxes along with doffing/donning guidance. First Aid staff to keep check</p>	1	5	5

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		<p>Active engagement with NHS Test &amp; Trace.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually.</p>	2	5	10	<p>of stock levels and notify admin staff.</p> <p>Staff must sign in every morning and sanitise hands before and after using signing in system.</p> <p>No visitors in school except where service or maintenance staff need to visit. Any other visitors only allowed access to building by prior agreement with HT. All visitors must sign in at the school office and provide a contact telephone number for Test and Trace purposes. Information will be kept in office and once signing book has been signed it will be kept in main office. Information will be destroyed and disposed of in accordance with school's data policies.</p> <p>All service and maintenance visits to be organised outside of school hours with SBM and Site Manager unless in the case of an emergency.</p> <p>Service/maintenance visitors will follow hand hygiene when entering site and complete the usual signing in protocol (i.e.asbestos register) as well as provide the school office with a contact number for Test and Trace purposes by completing an additional signing in</p>	1	5	5

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		<p>Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p>				<p>sheet.</p> <p>Classroom and corridor windows to be open during the day. All classroom doors into corridors to be pinned back (non-fire doors) using a latch on back of door.</p> <p>All fire doors are fitted with an automatic closing device and will remain open during the day using the device only. Fire doors are <b>NOT</b> to be wedged open or tied back.</p> <p>Fire doors are to be closed by cleaning staff upon leaving on an evening and opened again on a morning by the Site Manager. Leaving the doors pinned back with the device overnight can potentially trigger the intruder alarm if the device fails and doors close.</p>			
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles.</p> <p>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be</p>	2	5	10	<p>Keyworker and vulnerable children are the only children permitted to be in school during current lockdown and as such only one bubble will operate.</p> <p>Teaching Assistants will work in a pair (bubble) supervising the children on a rota basis and always in the same pair, working a 3.5 hour shift every 4<sup>th</sup> day. Social distancing amongst staff must be adhered to all times.</p> <p>One senior member of staff (SLT) will be on duty each day. A rota is in place for SLT to work one full day on the</p>	1	5	5

						<p>school premises and the remainder of time working from home.</p> <p>Class based teachers will work from home delivering remote lessons.</p>			
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		<p>prioritized based on educational needs according to school (Section 3: Curriculum, behaviour &amp; Pastoral support)</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p>				<p>A second staff room has been created in the art room to provide further distancing between staff members.</p> <p>The on duty member of SLT will be on duty ensure safety of pupils arriving and leaving from main carpark gates.</p> <p>Only one adult to drop off/pick up - this has been communicated to parent/carers via email and guidance will be placed on school website.</p>			

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		Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff				<p>Corridors and pupil toilet areas have been spilt into two lanes using tape and arrows on the flooring – clearly showing direction of traffic. Distancing tape placed 2m apart to communicate correct distancing space. Tape checked by SBM and Site Manager to ensure it does not become a trip hazard and replaced when required. Staff pupils to keep to the left on KS1 and KS2 stairs.</p> <p>Only one member of a staff to enter staff toilet area at a time.</p> <p>No music tuition or after school activity clubs to take place. This will be reviewed following lifting of restrictions.</p> <p>Meetings to take place virtually, where not possible social distancing must be maintained at all times. No visitors in school except where service or maintenance staff need to visit. All service and maintenance visits to be organised outside of school hours with SBM and Site Manager unless in the case of an emergency.</p> <p>Service/maintenance visitors will complete the usual signing in protocol</p>			

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		<p>Current government guidance suggests that Schools &amp; educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p>				<p>(i.e asbestos register) as well as provide the school office with a contact number for Track and Trace purposes.</p> <p>Parent/carers are unable to access the school building and are to continue contacting the school via telephone or email. The telephone lines will be manned by office staff 8am – 4pm. This has been communicated to parents via email and via the school website.</p> <p>The HT is following current government guidance regarding face coverings/face masks for schools but has made visors available to be used by staff.</p> <p>Extremely vulnerable staff are shielding from home except for one member of staff who is working early morning outside of school hours and has an individual risk assessment.</p> <p>PPE is stored in KS1 and KS2 first aid boxes along with doffing/donning guidance. First Aid staff to keep check</p>			

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						of stock levels and notify admin staff.			
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.  Social Distancing should be applied within Groups/bubbles where possible  Each Group is to avoid contact with other people and other groups.  Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible  Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming	2	5	10	Class based teachers are based within their own bubble and are to maintain a 2m distance from staff from other bubbles.  Office staff working from home wherever possible and only attending workplace when collecting work or office based tasks are needed to be completed. Only one additional member of staff allowed to enter office and remain socially distanced at all times. A poster will be on display communicating this.  Door to remain pinned back (not a fire door) to avoid unnecessary touch points.  Children have been assigned their own allocated seat within their bubble class. Children are not to move seats or desks. Desks have been separated into single rows and have been arranged to seat two pupils only. Pupils are sat side by side facing forwards. The teacher will teach from the front of the classroom	1	5	5

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		<p>teacher.</p> <p>Suggested Group sizes are;</p> <p><b>Primary/KS3</b> – <i>Class sizes</i></p> <p><b>Secondary</b> – <i>Year groups to allow curriculum delivery</i></p> <p><b>Alternative Provision</b> – due to nature, you may wish to adopt whole school groups/bubbles as part of their system of control and in order to best meet the needs of their students.</p> <p><b>Behavioural / Educational Challenges</b> - Smaller groups to be allocated for educational or behavioral challenges</p>				<p>maintaining a 2m distance when able to.</p> <p>Due to limited space in classrooms a 2m distance is not possible between desks. Desks have been spaced out to give as much clear walking space around them as possible. To minimise contact the movement of children (wherever possible) in the classroom is monitored by class staff – e.g. only one child using the classroom sink at a time.</p>			

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Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting	In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)	1	5	5		1	5	5

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	Coronavirus	<p>Groups should limit sharing of spaces, rooms as much as possible</p> <p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary.</p> <p>Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p>				<p>Only one bubble currently attending school therefore only one entrance/exit needed as not all children are arriving or leaving at the same time.</p> <p>Surplus furniture and resources have been removed and stored safely including soft furnishings.</p> <p>Only one additional member of staff at a time to enter the office – a poster</p>			

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						<p>detailing this is on display outside of the office door. Door to remain pinned back (not a fire door) to avoid unnecessary touch points.</p> <p>Pupils must bring their own packed lunch to school and this will be taken in the main hall. Tables set out to provide extra space whilst eating lunch. Tables cleaned down by lunchtime staff.</p>			
Activities encouraging Spread	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Assembly to be held with only 1 Group present</p> <p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.</p>	2	5	10	<p>Assemblies will take place via Zoom only.</p> <p>Swimming lessons have been cancelled until further notice and will be reviewed following the lifting of restrictions.</p> <p>Sports equipment will be cleaned after each use before the next set of children use them. Children will be</p>	1	5	5

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		<p>Review of wider school Risk Assessments must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be prohibited, restricted or delivery methods amended to a safer alternative.</p> <p>Extracurricular provision e.g. breakfast &amp; after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk</p>				<p>expected to wash/sanitise hands prior to PE lessons and afterwards. The vast majority of the lessons will take place outside. Lessons need to maximise social distancing. Children will not be getting changed for PE. They will remove their jumpers. Parent/carers have been advised that children need to wear trainers on their PE day.</p> <p>Equipment to keep active during breaks and lunches will be provided for each class.</p> <p>No music tuition or after school activity clubs to take place. This will be reviewed following the lifting of restrictions and separate risk assessments will be fully carried before allowing activities to resume.</p> <p>Review of risk assessments will take place as and when activities are reviewed and prior to the activities recommencing.</p> <p>There will be no after school clubs or breakfast clubs - this will be in continuous review. A breakfast service will be offered for each class when they enter each morning. This will be administered by on duty staff.</p>			

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		assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.				It will be a toast only option..			
Educational	Employees,	Domestic (UK) overnight visits	3	5	15	The school will not be engaging in any	1	5	5

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Visits	children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	and overseas visits are not currently permitted.  Non-overnight domestic educational visits can resume in Autumn Term 2020.  Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils to be kept in groups/bubbles,  Consider risk of location i.e. indoor or outdoor venues  All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.				educational visits.			
Early Years & Primary aged children – lack of understanding	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting	Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.  Monitor use of toilets – avoid over crowding	2	5	10	Pupil toilets do not have a lid for safety measures (trapped finger hazard). Pupil	1	5	5

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	Coronavirus	Promote & display hygiene information/posters/signs which are suitable for the age group e.g. <a href="#">e-bug Information &amp; posters about Coronavirus</a>				toilet breaks are monitored by staff. Staff member to remain outside of toilet block and remind children to flush the toilet and wash their hands before leaving the toilet block. Main door to toilet block will be pinned open (all cubicles have separate doors for privacy) to further reduce contact with surfaces.			
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care  If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance	3	5	15	First aid boxes contain PPE for routine intimate care. Staff must follow the doffing/donning guidance contained within the first aid boxes. The PHE information is clearly presented via a large A3 poster.  PPE to be removed using donning guidance and immediately placed in hazards bag. Hazard bag to be disposed of immediately by the site manager in hazard waste bin. Staff to maintain good hand hygiene.  Individual visors to be used by staff member in addition to usual PPE if child is unwell with coronavirus symptoms.	2	5	10

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Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits as detailed below:</p> <p>Content of lessons and learning activities which are suitable</p> <p>Outdoor lessons where possible</p> <p>Reduce movement around schools where possible</p> <p>No more than 1 Group – avoid large gatherings or collective worship with more than 1 group.</p> <p>Stagger break times/lunch times</p> <p>Meeting, toilet and welfare arrangements for staff. Use of staff room minimised although staff are to have a break of a</p>	2	5	10	<p>Movement around school has been restricted to minimise contact..</p> <p>Corridors have been split into two lanes and entering/exiting classrooms will be monitored by staff to prevent large number of children passing each other.</p> <p>No gatherings or assemblies to take place. Assemblies to take place via Zoom only</p>	1	5	5

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		<p>reasonable length within the day.</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>Identify items cleaned by staff e.g. personal equipment such as keyboards, mouse and areas cleaned by cleaning team/contractors and detail methods to be used, frequency, etc.)</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place</p>				<p>Staff must bring their own cup, crockery and cutlery (including teaspoon) to use and they are to remain in school. They must wash, dry and keep their own items separate from others. There must be NO sharing of crockery or cutlery.</p> <p>Staff must keep their packed lunch in a cool bag – the fridges are not to be used to store food items.</p> <p>Milk, tea and coffee are available for staff use, but staff are encouraged to provide their own and not to share. If using school refreshments, the canisters and milk bottles must be wiped down after each use.</p> <p>Fridge/kettle/microwave must be cleaned down with D10 spray and blue roll after each use. Staff to wash hands upon entering staff room, after using equipment and again before leaving the room.</p>			

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		<p>Minimise adult to adult contact and avoid gatherings at entrance points.</p> <p>No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>Consider remote education to reduce time of premises where circumstances dictate</p> <p>Consider flexible working/working from home where the job role allows e.g. some admin functions.</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to</p>				<p>It has been communicated to parent/carers that only one adult can accompany child to drop off/pick up.</p> <p>Non-office-based shifts to be worked from home.</p> <p>Floors have been marked to highlight the direction of traffic.</p>			

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		minimise contact where possible							
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Remove soft toys and furnishing or items difficult to clean from classroom  Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.  Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.  Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook  Take home resources to be limited as much as possible – any	2	5	10	All soft furnishings have been removed and stored.  Resources will be cleaned by classroom staff.  Each bubble will have a small selection of sport/play equipment stored in a lidded box in classroom. Items to be cleaned after each use by member of staff.  Every child has been provided with a new pencil case containing stationery items. The pencil case remains on their desk and is not to be taken home. Children are not to bring any additional items into school except for a coat, hat	1	5	5

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		<p>items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed now allowed.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when</p>				<p>and lunch bag (if providing own lunch).</p> <p>Staff are to wash hands prior and after marking pupil book.</p> <p>Child to keep their own water bottle on their desk and bottles are not to be stored together.</p>			

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		marking							
Transport to educational or childcare settings	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Reduce where possible unnecessary travel on buses, coaches and public transport  <b>Dedicated school Transport, including Statutory provision;</b>  Review services, times, routes  Pupils allocated on transport as reflecting groups/bubbles where possible  How is this managed on school minibus or commercial transport?  Use of hand sanitiser on vehicles  Additional cleaning of vehicles  Behaviours/Supervision  Organised queuing and boarding /alighting vehicles where possible  Distancing within vehicles where	2	5	10	The school minibuses will not be used until educational visits including swimming resume.  Those children transported into school via taxi will be set up by the Local Authority who have the statutory responsibility for transport. School will ensure measures are in place, including grouping of children, hand sanitising, cleaning of vehicles, queuing, boarding and social distancing. The government will provide further guidance. The vast majority of our children will not be coming to school via public transport, those who do must follow safer travel guidance for passengers published on the government website.	1	5	5

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		<p>possible</p> <p><b>Wider Public Transport;</b></p> <p>Encourage walking or cycling to school for pupils, parents/carers and staff</p> <p>Where possible parents/carers may drive pupils to &amp; from schools</p> <p>Review &amp; Collaboration between Local Authority/ TFC/Transport Providers/Parents &amp; Pupils on services, routs, times, demand.</p> <p>Promote Safe Travel Guidance where Public Transport is being used:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Wear face covering on public transport</p>				<p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p> <p>Parent/carer and staff encouraged to walk to school (where practical) or use own vehicle if available.</p>			
Contamination of outdoor play equipment	Employees, children/learners, contractors, visitors,	Outdoor play equipment should not be used unless the setting can ensure it is cleaned	2	5	10	EYFS equipment to be cleaned down after each use. All other outdoor equipment use will be restricted and	1	5	5

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	members of the public, family members  Contracting Coronavirus	thoroughly between use of different groups.  Multiple groups must not use outdoor play equipment simultaneously.				cleaned after each use.			
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs).  Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc),  Communicate with visitors and contractors ahead of opening – signage to be displayed.  Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.	2	5	10	Timetables, key information and risk assessments have been communicated to parent/carers and staff. Any visitors will be advised of safety procedures in place prior to access to premises. Staff must email acknowledgment of documents. A register will be kept.	1	5	5

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Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members  Stress, anxiety, panic, depression	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles.</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>	2	5	10	<p>Family Liaison Officer (FLO) to continue to monitor attendance and support families..</p> <p>The school counselling service is still available and Mrs Potelle is able to offer email and telephone support.</p> <p>Contact details for school FLO (Mr Dickinson) and Mrs Potelle (school counsellor) have been communicated to parents.</p>	1	5	5

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Outbreaks and lack of Emergency Planning	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action</p>	2	5	10	<p>There is a copy of the emergency plan kept in the school office as well as the offices and homes of:</p> <p>Headteacher</p> <p>Site Manager</p> <p>Deputy Head</p> <p>SBM</p> <p>Assistant Head</p> <p>Chair of Governors (home copy).</p>	1	5	5

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		<p>to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test &amp; Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>				<p>Public Health England Guidance –</p> <p>Engage with NHS Test and Trace process.</p> <p>Staff and parents/carers need to understand that they must:</p> <ul style="list-style-type: none"> <li>- Book a test (online or via NHS 119) if they or their children are displaying symptoms and self-isolate. All children can be tested.</li> <li>- Provide details of who they have been in close contact with if they test positive or if asked by NHS Track and Trace.</li> <li>- Self-isolate if a household member develops symptoms or if you are an identified contact of someone who has tested positive.</li> <li>- Inform school immediately about the result of their test. If negative and they feel well, then they and family members can stop self-isolating and return to school. If positive, follow guidance and self-isolate until the <b>latest</b> of 10 days after the onset of symptoms or the time</li> </ul>			

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						<p>at which all of the following symptoms are no longer present; high temperature, running nose, sneezing, nausea and/or loss of appetite. Manage confirmed cases of coronavirus amongst the school community:</p> <ul style="list-style-type: none"> <li>• School will contact Local Public Health as soon as a case is confirmed.</li> <li>• A rapid risk assessment will be carried out to confirm those who have been in close contact with the person and they will be asked to self-isolate for fourteen days immediately.</li> </ul> <p><b>Updated close contact information can be found here:</b> The full guidance can be found here <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/</a> and the updated list of close contacts is below. A contact can be:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a</li> </ul>			

					<p>PCR test during the infectious period:</p> <ul style="list-style-type: none"><li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li><li>○ been within one metre for one minute or longer without face-to-face contact</li><li>○ sexual contacts</li><li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li><li>○ travelled in the same vehicle or a plane</li></ul> <p>• School will keep a record where close contact occurs (1-2 metres for more than 15 minutes either as one off or time built up over the day, travelling in a small vehicle together or face-to-face contact for any length of time) to support Public Health in determining who needs to self- isolate.</p> <p>• Household members of those close contacts who are sent home will not need to self-isolate unless they develop symptoms (this includes siblings if a child is sent home).</p>			
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						<ul style="list-style-type: none"><li>• If anyone self-isolating develops symptoms, then they will need to order a</li></ul>			
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						<p>test and follow the guidance above depending upon the result.</p> <ul style="list-style-type: none"> <li>• School does not need evidence of test results.</li> </ul> <p>Contain any outbreak by following local health protection team advice:</p> <ul style="list-style-type: none"> <li>• If school has two or more confirmed cases in 14 days, or overall rise in suspected coronavirus, there may be an outbreak and need to work with Public Health to advise next steps.</li> <li>• In some cases, larger number of pupils may be asked to self-isolate. Whole school closure may not be necessary.</li> <li>• If there is an outbreak, then a mobile testing unit may be dispatched. It will focus initially on the infected person's class, then year group, then whole school if necessary.</li> </ul>			
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with	2	5	10	Dolce catering have their own specific risk assessment in place and a reduced number of staff will be working in the kitchen to minimise contact. No meals to be served and minimum staff only to attend to facilitate the production of hampers	1	5	5

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	members  Contracting Coronavirus	government guidance;  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>							

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Paula Thomson

**Job Title:** SBM

**Signature:**

**Date:** 7.1.21

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Gary Wright

**Job Title:** Headteacher

**Signature:**

**Date:** 7.1.21

