

Risk Assessment Form Hazard Identification / Consideration of Risk



TASK/OPERATION:	Pupil supervision, Administrative services, building and facilities maintenance, supervision /management of contractors, cleaning, responding to/supporting with H&S incidents, catering provision, site security (opening and closing of buildings), grounds maintenance, planned preventative maintenance (i.e. statutory service, testing and inspections)	RISK ASSESSMENT NUMBER:	RA181	VERSION NUMBER:	3
COMPLETED BY:	Amanda Heywood	AREA:	Whole School		
DESCRIPTION OF TASK/OPERATION:		To "Stay Alert and Control the Virus" (Covid-19) and make arrangements relating to the continued health, safety and welfare of pupils, staff and visitors and the use of school buildings by people whilst on site.			
FREQUENCY AND DURATION OF EXPOSURE:		Duration of corona virus outbreak			

Person(s) Affected (Insert Number if Applicable, else mark X)				PPE Requirements (Insert X if Applicable)					
Child(ren)	X	Visitor(s)	X	Hi-Viz Clothing		Boots		Hearing Protection	
Member(s) of Staff	X	Contractor(s)	X	Clothing (E.G. Apron)	X	Eye Protection	X	Respiratory Protection	X
Parent(s)	X	Other(s)	X	Gloves	X	Head Protection		Other (specified below)	

Overall Risk Assessment in the Covid-19 Environment

Hazard Description	Control Measures in Place	Likelihood	Consequence	Risk Score	New Control Measures Identified
Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	SMT, CPAT and Covid-19 co-ordinator have responsibility to review, update and implement guidance with any changes in policy or procedure	1	4	4	
Government advice not being regularly accessed, assessed, recorded and applied.	SMT, CPAT and Covid-19 co-ordinator have responsibility to access, assess and record as applicable	1	4	4	
Staff and parents do not know or understand the 'system of controls' (refer document "Running the school Risk Assessment 02-09-20" and how they are applied.	Staff are informed via <i>Return to School 02-09-20</i> document and through access to the published risk assessment. Parents informed of control measures via ongoing school communication and through access				

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	to the published risk assessment				
Changes not regularly communicated to staff, pupils, parents and governors	SMT, CPAT and Covid-19 co-ordinator have responsibility to communicate with whole school community	1	4	4	
Changes to assessments, procedures and other important matters not reviewed by Governors	Governors have been and continue to meet regularly to receive updates, review response from school and make recommendations	1	4	4	
Insurers and or brokers not consulted with school's re-opening and / or amended plans	SBM assigned responsibility to communicate with insurers.	1	4	4	
Local authority and health protection team not engaged prior to the beginning of term.	HM in regular communication with local PHE team.	1	4	4	
Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Parents and staff are required to engage with school and understand Test and Trace procedures	2	4	8	
No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff	Plans in place to continue arrangements that were in place during lockdown i.e. multiple groups in isolation will use Kidblog from home. Individuals will be covered.	2	4	8	
Insufficient consideration to minimising contact and maximising distance between all those in school where possible.	Maintain "bubbles", safe zones in classrooms, use of PPE, reduce use of shared areas and separate play areas	2	4	8	
Social Distancing (SD) and other hygiene rules not communicated, understood and applied or checked	SMT, CPAT and Covid-19 co-ordinator have responsibility to communicate with whole school community	2	4	8	
SD rules for activities (play, games, drama, music) not understood or adhered to?	SMT, CPAT and Covid-19 co-ordinator have responsibility to communicate with whole school community	2	4	8	
Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces	SMT to conduct checks of all areas and check procedures are being followed. Refer cleaning procedures document	2	4	8	
High-risk areas not being regularly monitored for hygiene e.g. dining, toilet rooms, all shared areas etc.	SMT to conduct checks of all areas and check procedures are being followed. Refer cleaning procedures document	2	4	8	

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Suspended services and subscriptions not re-set or updated due to new needs in time for return to school	SBM assigned responsibility and all services and subscriptions are renewed	2	2	4	
Access to school not controlled effectively and visitor (if allowed) details not recorded	Refer Visitor Management procedures.	2	4	8	
Insufficient supplies of hygiene materials and not being suitably placed.	Stocks are reviewed and products re-ordered as required	1	4	4	
Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	School will continue procedures that were in place in folder W:\Risk Assessment\Risk Assessment 2020-2021\General\Risk Assessment Covid-19 et al\Risk Assessment Academic Year 2019-20	2	4	8	
Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	School will continue procedures that were in place in folder W:\Risk Assessment\Risk Assessment 2020-2021\General\Risk Assessment Covid-19 et al\Risk Assessment Academic Year 2019-20	2	4	8	
Risk Assessments or hazards not regularly reviewed and updated based on feedback from all those in school including pupils, and staff and visitors	SMT, CPAT and Covid-19 co-ordinator have responsibility to continually review and communicate updates with whole school community	1	4	4	

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

Communication channels not working and not being reviewed. (Email, text, Parent Mail etc).	Refer Emergency Plan. The school has provision in the event one or all communication channels to ensure whole school community is kept informed to include parental, staff and governor response process	1	4	4	
Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards	SMT, CPAT and Covid-19 co-ordinator have responsibility to provide induction and communicate changes with whole school community	1	4	4	
Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Whole school community given opportunity to provide feedback. Parents via school office, pupils via survey and "circle time" in class and staff via staff meetings. SBM to ensure School Office, Catering and Facilities teams are given opportunity to feedback	2	4	8	

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No SLT member for school / department responsible for COVID-19 matters. SLT members' contact details not known and not on call.	SMT have joint responsibility but Headteacher with ultimate responsibility	1	4	4	
No school representative identified to liaise with local authorities and local health protection team	SMT have joint responsibility but Headteacher with ultimate responsibility	1	4	4	
No system to communicate with staff who are unable or have not returned to school for fear of infection.	Refer <i>Return to School 02-09-20</i> and various associated planning documents	1	4	4	
Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school	Refer <i>Return to School 02-09-20</i> and various associated planning documents. Parents of pupils with significant risk factors to communicate with the School Office team and an opportunity to raise any concerns and discuss with Headteacher will be arranged.	1	4	4	
No staff, pupil and / or parent health declaration implemented or recorded	School office maintain list of staff, pupil and / or parent health that have declaration and issue. Whole school community required to keep the School Office informed of any changes.	2	4	8	
Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Whole school community required to keep the School Office informed of any travel other than home and school.	2	4	8	
Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Whole school community required to follow government guidance. Refer <i>Return to School 02-09-20</i>	2	4	8	
Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Staff and pupils are continually reminded about maintaining good hygiene standards Refer also <i>Return to School 02-09-20</i> .	2	4	8	
Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff are trained and aware of symptoms of Covid-19. Know to follow SD rules. Refer <i>Return to School 02-09-20</i>	1	4	4	
At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Whole school community required to follow SD policy throughout school and especially outside gates and entrances. Parents advised via Parent mail. Staff refer <i>Return to School 02-09-20</i>	2	4	8	

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Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Continue to follow <i>School Rules</i> already in place for movement around school i.e. walk on the left in corridors.	2	4	8	
Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Learning and recreational spaces redesigned to conform with SD guidance.	1	4	4	
Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Timetables have been changed to allow for SD and bubbles to be maintained, in line with SD guidance.	2	4	8	
Insufficient consideration and alternatives to including staggering school start and finish times.	School times staggered to allow SD between bubbles and parents dropping off/picking up children. Refer to <i>Plan for Start and End of Day 2020-21</i>	2	4	8	
Risk of parents not maintaining SD outside gates and entrances at drop-off and pick-up parents	Refer <i>Return to School 02-09-20</i> and various associated planning documents.	2	4	8	
No system in place to deal with bereavements, trauma, anxiety, behavioural issues	SMT, CPAT and Covid-19 co-ordinator are aware of this potential issue and school is natural close with pre-existing close community relationships.	1	2	2	
Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Children, parents and staff constantly updated of dangers and regularly made aware of safe practice.	2	4	8	

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Refer <i>Return to School 02-09-20</i> and various associated planning documents and various associated planning documents	1	4	4	
INSET does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc.	INSET will reflect all necessary procedures for COVID-19.	2	4	8	

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Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff	Staff made aware of any pupil's vulnerable parents and understand the process to support.	2	4	8	
DSL and ADSL not easily contacted, and their contact information not known to all.	Refer <i>Return to School 02-09-20</i> and various associated planning documents and various associated planning documents	1	3	3	
No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Refer <i>Phased Return to School</i> policy	1	4	4	
Revised fire drills, routes and assembly points not rehearsed.	Refer <i>Return to School 02-09-20</i> and various associated planning documents. In case of alarm sounding it is considered more important to get out quickly than be concerned about 2m social distance rule. Junior Outdoor Play Area / Car Park is large enough to space out children	1	5	5	
Needs of each age group and class not considered separately in terms of support, activities and facilities.	Refer <i>Return to School 02-09-20</i> and various associated planning documents	1	3	3	
Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2m between adults)	PPE available to staff moving between classes and year groups.	2	4	8	
Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff	Supply and peripatetic staff to supply school with personal RA for how they will minimise contact and maintain SD.	2	4	8	
The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised.	Staff and pupils are continually reminded about maintaining SD Refer also <i>Return to School 02-09-20</i>	2	4	8	
Large gatherings such as assemblies or collective worship with more than one group not avoided.	All large gatherings suspended.	1	4	4	
Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Groups maintained as much as possible.	2	4	8	

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No specific help and preparation for the changes to routine for pupils with SEND.	SEN teacher will support pupils within their classroom setting, following SD guidance as much as possible. Individual support for those with greater needs, following SD guidance where possible.	2	4	8	
Classrooms do not have side-by-side seating or forward-facing desks to reduce risks.	All children to be taught side-by-side.	2	4	8	
Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Refer <i>Return to School 02-09-20</i> and various associated planning documents	1	4	4	
SCR, not updated and required documents not properly verified or recorded	SMT, CPAT and Covid-19 co-ordinator are aware of this potential issue and confirm Safer Recruitment policy continues to be maintained	1	4	4	
Risk assessment and measures of control not in place for drama, dance, music, PE, play SD rules unclear to staff, pupils, parents and visitors.	SD rules will apply. Non-contact sports only.	1	4	4	
Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	No signing, chanting and playing wind activities to conform with SD guidelines.	1	4	4	
Shared staff spaces are not set up or used to allow staff to distance from each other.	Limited access to staff room and SD guidance issued for those meeting in classrooms.	2	4	8	
Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Refer <i>Return to School 02-09-20</i> and various associated planning documents	1	4	4	
Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Only authorised staff have access and regularly check CCTV.	1	3	3	
Unnecessary items, including soft furnishings, soft toys and items that are hard to clean not removed from classrooms and other learning environments.	Regulated number of soft furnishings and toys are now being reintroduced to the rooms. All items to be cleaned and maintained regularly.	2	4	8	

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Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	All personal equipment not to be shared between pupils.	2	4	8	
Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	All school equipment to be cleaned/wiped down after use to minimise risk.	2	4	8	
Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	All resources to be thoroughly cleaned and sanitised. Time between uses has also been considered.	2	4	8	
Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Equipment travelling between home and school is limited and guidance on cleaning has been issues to parents/staff.	2	4	8	
Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Staff to sanitise hands between blocks of books to reduce the chance of risk.	2	4	8	
Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast and after school care have been considered with children keeping in year group bubbles to reduce the chance of cross contamination.	2	4	8	
Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Staff and pupils given opportunities to discuss feelings/needs in staff meetings and class time.	2	3	6	
Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Clear messaging to whole school community updating of most recent symptoms.	2	4	8	
Activities involving children spreading virus	Assemblies and hymn practice have been suspended until further notice. Contact sports are not to be played Tables in playroom / classroom are to be spread out as far as possible to stop spread. Kidblog platform set up to provide classes online to encourage children to avoid coming to school unless essential. Staff advised to have no physical contact with the children.	2	4	8	

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	Drinking Water Fountains (near Junior Girls Toilet and Sports Hall). Children instructed not to use unless a member of staff is supervising				
Activities involving staff spreading virus	<p>Staff advised to have no physical contact with the children</p> <p>Maintain staff signing in book; work to replace with digital system, Use Antibacterial gel available</p> <p>Staff encouraged to alter routines to try to perform social distancing</p> <p>Staff encouraged to use the staffroom as little as possible. Staff may feel more comfortable spending breaks alone instead of in dining hall or staff room.</p> <p>Staff to keep distance from children where possible.</p> <p>All staff are strongly encouraged to adhere to government guidance on external socialising rules for shopping, gatherings, recreation, public transport and travel.</p>	2	4	8	
Poor hygiene or cleanliness in school	<p>Hand sanitizer and hand wash to be provided throughout school.</p> <p>When overstaffed or have spare time staff should clean the surroundings.</p> <p>Reminders for children to wash hands placed around school.</p> <p>Children to wash hands on entering school and after every outside activity, before eating snack at break and before lunch time</p> <p>Surfaces regularly wiped. Surfaces in dining room wiped and disinfected after each sitting. (Milton in Early Years)</p> <p>Items which may be handled by more than one person to be wiped regularly.</p> <p>Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied</p>	2	4	8	

Pupil and Staff Medical Risk Assessment in the COVID-19 Environment

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Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Refer Word document <i>Return to School 02-09-20</i> for detail.	2	4	8	
Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	All staff and pupils who have tested positive to conform with government guidance on self-isolating.	2	4	8	
The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Refer document <i>Return to School 02-09-20</i> for detail.	2	4	8	
Spread of the virus and science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class / group sizes will help.	Refer document <i>Return to School 02-09-20</i> for detail.	2	4	8	
Insufficient First Aid trained personnel (ratio) for pupils in school and on activities in school.	All staff are trained in first aid. No issue	1	4	4	
No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Members of School Office staff have been trained. Temperature testing only as required.	1	4	4	
Procedures and appropriate response to spectrum of medical issues not being revised or shared?	SMT, CPAT and Covid-19 co-ordinator are aware of this potential issue and confirm policies and procedures have been revised and communicated to staff.	1	4	4	
Not following the latest regulations and advice	Daily checks on government guidelines and advice	1	4	4	
Suspected/confirmed case in school	M108 to be used as sick bay and isolated as much as possible until the child is picked up. Children showing symptoms should be monitored closely and parents contacted and asked to come to collect as soon as possible. Member of staff assigned responsibility of care until parent arrives must wear appropriate PPE in accordance with guidance COVID-19: Cleaning in non-healthcare settings – GOV.UK	2	4	8	

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	If showing symptoms staff members should leave school as soon as possible If a case is confirmed headmaster is to call PHE immediately.				
Suspected case in family	Child to stay at home.	2	4	8	
At risk children contracting the virus at school	At risk children are monitored closely by staff. All children and staff reminded or hygiene rules and guidance to reduce the chance of risks.	3	3	9	
Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	SMT, CPAT and Covid-19 co-ordinator are aware of this issue and delegated responsibility to member of staff using the PPE and responsible for a specific area in school either "bubbles", common room or medical room.	1	4	4	

At Risk Staff Protection	<p>At risk: Extremely Vulnerable</p> <ul style="list-style-type: none"> • Solid organ transplant recipients • People with specific cancers: <ul style="list-style-type: none"> ○ who are undergoing active chemotherapy; ○ undergoing radical radiotherapy (lung cancer); ○ blood cancers or bone marrow at any stage of treatment (includes leukaemia, lymphoma or myeloma); ○ who are having immunotherapy or other continuing antibody treatments; ○ targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; • People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD). • People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell). • Those who have had bone marrow or 	2	4	8	
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	<p>stem cell transplants in the last 6 months or continue to take immunosuppression drugs.</p> <ul style="list-style-type: none"> • Women who are pregnant with significant heart disease, congenital or acquired. • Other people have also been categorised as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions. <p>At Risk: Clinically Vulnerable</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy • diabetes • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women <p>SMT are aware of members of staff who are at either clinically extremely vulnerable or clinically vulnerable. Some members of staff have one or more of the above conditions but have indicated during face-to-face informal meetings their preference to remain in school.</p>				
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Refer to Infection Prevention and Control Risk Assessment					
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EYFS Play Equipment and Provision

<p>Contracting Covid-19 through materials - Water</p>	<p>Limit the number of children and staff utilising the equipment (maximum of 4)</p> <p>Regular cleaning of provision between use using Milton</p> <p>Good hand washing techniques practiced by staff and children (staff assist children with good handwashing / antibacterial disinfectant before and after use).</p> <p>Any toys or role play equipment are cleaned in between each use with Milton</p> <p>Water changed as a minimum 3 times per day</p> <p>Soap used as an additive in the water</p> <p>Where possible the provision is utilised outdoors where transmission rate is considered to be lower</p>	1	4	4	
<p>Contracting Covid-19 through materials - Sand</p>	<p>Limit the number of children and staff utilising the equipment (maximum of 5)</p> <p>Regular cleaning of provision between use using Milton</p> <p>Good hand washing techniques practiced by staff and children (staff assist children with good handwashing / antibacterial disinfectant before and after use).</p> <p>Any toys or role play equipment are cleaned in between each use with Milton</p> <p>Solution of Milton and water mixed (1 Milton tablet to 5ltrs of water – recommended by ROSPA) in a watering</p>	1	4	4	

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	can to cleanse the sand, this is used as follows water the sand and rake the sand (this is repeated 5 times each clean) as a minimum twice a day. The sand is allowed time to dry before children can utilise the provision.				
Contracting Covid-19 through materials - Playdough	<p>Limit the number of children and staff utilising the equipment (maximum of 6) – children encouraged to play side by side and distance over the table when face to face is greater than 1m</p> <p>Regular cleaning of provision between use using Milton</p> <p>Good hand washing techniques practiced by staff and children (staff assist children with good handwashing / antibacterial disinfectant before and after use).</p> <p>Playdough disposed of following each day activity and new batch used for next day.</p> <p>Where possible the provision is utilised outdoors where transmission rate is considered to be lower</p>	1	4	4	
Contracting Covid-19 through materials – Role play clothes	<p>50% of equipment is used per day this will ensure any role play equipment rotated and provision of the equipment will be maintained day to day</p> <p>Hats, handbags and shoes are disinfected throughout the day and taken out of use each day (these are disinfected and left in quarantine for a minimum of 48hrs)</p> <p>Costumes and outfits (role play clothing) are washed in between each use (1 child per 1 interaction)</p>	1	4	4	
Contracting Covid-19 through materials – Rugs and Soft Furnishings	<p>Cushions / blankets and throws are cleaned each day on a 40-degree wash and left to dry overnight</p> <p>Mat style rugs are used within the setting these are disinfected during the day and steam cleaned at the end of each day</p>	1	4	4	

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Contracting Covid-19 through materials – introducing more resources into the provision	Laundry bag system in place, all resources are bagged up, dipped in Milton and hung out to dry at the end of each day.	1	4	4	
Staff awareness	All staff are aware of social distancing measures and good handwashing techniques All staff aware of procedure to follow in symptomatic whilst at work and or before work (see risk assessment RA181) All staff have read and understood this risk assessment (signatures obtained from each staff member as evidence they have read and understood the assessments and control measures in place)				

Support Staff Risk Assessment in the COVID-19 Environment

Support staff not briefed on changes regularly.	SMT (including SBM), CPAT and Covid-19 co-ordinator are aware of this potential issue and liaise with support staff daily	1	4	4	
Support staff have insufficient/inappropriate PPE, cleaning materials and training.	SMT (including SBM), CPAT and Covid-19 co-ordinator are aware of this potential issue and SBM has ensured all available	1	4	4	
Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	SMT (including SBM), CPAT and Covid-19 co-ordinator are aware of this potential issue and SBM has ensured inspection	1	4	4	
Security and access systems not regularly checked, updated and re-coded.	SBM and Caretaker continually review security systems	1	3	3	
No change to existing process of unplanned parental collection of children especially from half day holiday club	Amend procedure to instruct parents to advise collection time and member of staff to meet parent at Junior Play area gate to front car park	1	4	4	
First Aid procedure not reviewed	The procedure has been reviewed. Minor injuries to be dealt with by staff on duty.	1	4	4	

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Facilities Management Risk Assessment in the COVID-19 Environment

Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function.	1	2	2	
Insufficient gas supply, venting and valves?	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	5	5	
Activities involving IT spreading virus	IT staff advised to avoid busy changeover times on timetable. Advised to clean area being serviced before and after use -with sanitising materials provided.	2	4	8	

School Maintenance and Building Works including Statutory Compliance

	<p>All statutory service, testing and maintenance must continue unless a school is closed due to contamination; in which case the service visits shall be rebooked to immediately follow reopening.</p> <p>Regular maintenance undertaken by the site teams shall continue and measures implemented in order to ensure compliance with the governments Social Distancing requirements</p>				
	<p>Definitions Essential work; Works, which are necessary to ensure that the school is able to remain open and operate in a safe manner.</p> <p>Building Works; Any work associated with the building fabric, grounds or infrastructure, this includes;-</p> <p>- Decorating - ICT - Wiring - Plumbing - Building/construction - Grounds work - Carpet fitting / floor laying - Security</p>				

The use of Ventilation, Extraction and Air Conditioning Systems including Portable Desk and Floor Mounted Fans

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<p>Air conditioning units, ventilation and extraction ducts not checked on re-occupying school facilities.</p>	<p>There are predominately 2 types of ventilation/air conditioning systems those which are intended to “move air around” and those designed to introduce outside air.</p> <p>The former i.e. systems which only move air around may cause small particles (<5microns), caused by coughing or sneezing to remain airborne for longer and travel longer distances. The latter type of units only in school.</p> <p>All units have been serviced and engineer has verified units are safe to use.</p>	1	5	5	<p>Note Remove all portable fans</p>
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Cleaning Arrangements

	<p>Continue with normal cleaning regimes.</p> <p>Ensure that all toilet/bathroom facilities are well stocked.</p> <p>Ensure that cleaners’ resources are adequate and are effective against Coronavirus.</p> <p>Door handles, doors, toilets and “touch points” are cleaned regularly but at least once during day especially following busy periods e.g. break times, lunch times, etc. Cleaners to clean in the evening.</p> <p>Paper hand towels are regularly re-filled.</p> <p>Provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school</p>				

Grounds Maintenance and Grass Cutting

	<p>Hay fever is very common and still in the “pollen season”. This is likely to increase the potential for Hay fever sufferers to</p>				<ul style="list-style-type: none"> • Ensure that windows and doors are closed during grass cutting.
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Risk Assessment Form Hazard Identification / Consideration of Risk



	<p>experience increased symptoms, including sneezing, which we also know spreads Coronavirus when generated from an infected person.</p> <p>Grounds maintenance and grass cutting should be planned to minimise the risk of increasing symptoms of hay fever sufferers.</p>				<ul style="list-style-type: none"> Review/reduce the frequency of grass cutting if possible
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School Office

	<p>Reposition desks, if necessary, to avoid face to face and comply with social distancing requirements</p> <p>Introduce hand sanitiser at Reception Desk.</p> <p>Erect Perspex screen. Advise staff and visitors to limit visits to the office</p> <p>Avoid sharing resources including computers, pens, notebooks, keyboards, etc.</p>				
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Cleaning Arrangements – School Office

	<p>Staff to sanitize own workspace at the start and end of each day.</p> <p>Nominate daily “hygiene steward” to regular sanitize touch points; 1) All door handles inside and outside 2) sink area 3) Soap dispensers 4) Printer / photocopy machine etc.</p>				
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Electrical tests not up to date including emergency lighting and PAT	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	4	4	
All electrical equipment bought in to school PAT tested. (16.5.20)	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	4	4	
Water testing for temperature, flow and legionella not in date for test.	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	5	5	
Water supply not tested for legionella on re-opening facilities. (16.5.20)	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	5	5	

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Fire alarm panel, system and extinguishers not in date and not serviced.	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	5	5	
Servery and dining room rules not properly considered, inadequate or safe.	SBM and Chef Manager are aware of risk and continue pre-existing procedures with review for Covid-19 environment to ensure continuance of appropriate standards	1	4	4	
Insufficient drinking supplies and hydration available in dining room.	Chef Manager to continue with pre-existing procedure except clean and change water jug after each sitting. One child per table to pour water to avoid cross-contamination	1	4	4	
Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Chef Manager to continue with pre-existing procedure. Cloths are washed at 90°C each day	1	4	4	
Suppliers not following appropriate SD and hygiene measures	SBM and Chef Manager are aware of risk and Chef Manager to liaise with suppliers and issue clear instructions	1	4	4	
Cross-contamination of shared equipment i.e. microwave, kettle	New Procedure: Member of staff must clean / disinfect after use. EYFS staff to use equipment in bungalow kitchen. Fix signage	2	4	8	
Waste procedures not reviewed or sufficient.	SBM and Caretaker are aware of risk. Refer BFM Operational minutes	1	4	4	
Pest control services not recorded, deficiencies not identified or actioned.	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	3	3	
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	SBM and Caretaker are aware of risk and continue pre-existing procedure for ensuring continuance of function	1	5	5	
Crockery, Utensils and trays used by pupils being items for potential cross-contamination	These items to distributed by kitchen staff only to avoid cross-contamination. All staff on duty need to wear gloves	1	4	4	

REGULATORY ARRANGEMENTS (Enter the headings of the arrangements in place, e.g. Workplace Audits, COSHH, Training, Portable Appliances etc)	WHICH POLICY APPLIES (or state any other company documentation - Safety Manual, Staff Handbook, etc. applicable) Risk Assessment Policy, Health and Safety Policy,
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Risk Assessment Form Hazard Identification / Consideration of Risk



DETAILS OF IMPROVEMENTS NEEDED TO THE ARRANGEMENTS (below)
 (List any areas where you feel an improvement is needed, i.e. where the risk is still too high, or policy needs reviewing)

ASSESSMENT OF RESIDUAL RISK
 (What is the level of risk overall?)

FURTHER ACTION REQUIRED
 (State any further action required and what action you intend to take to ensure that the risks are reduced)

SIGNED	POSITION	DATE OF ASSESSMENT	REVIEW DATE

NOTE: WHEN ENTERING THE REVIEW DATE REMEMBER THAT ANY CHANGES IN WORK METHOD ETC, NECESSITATE A FURTHER ASSESSMENT.