



COVID 19 – School's Risk Assessment

Names of Assessors:	<u>Patricia Maxwell/Stacey Carlisle</u>	Date Completed:	<u>29/05/20</u>
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures.

(6 - 12) Medium Risk		Review existing control measures and where possible add additional control measures to further reduce the risk.				
(15 - 16) High Risk		Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.				
(20 – 25) Extremely High Risk		Stop activity until additional control measures are implemented to reduce risk to an acceptable level.				
Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C	Staff and management to confirm if they have had recent onset of symptoms of coronavirus (COVID-19) including the following: - a new continuous cough - a high temperature - loss of, or change in, your normal sense of taste or smell (anosmia) - Difficulty with breathing - Any other sign/symptom of being unwell that may indicate potential infection Managers to consider the individual vulnerability of staff and relevant others who are at moderate risk and to consider staff with the following conditions for self-isolation if necessary: - Pregnant women (updated guidance from August 2020) Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it. - People over the age of 70 - People who would normally be advised to have the Flu vaccine	2	5	5

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			• Male • From a Black, Asian or minority ethnic background (BAME) • Born outside of the UK or Ireland • People suffering from the following: - Chronic respiratory diseases - Asthma, COPD, bronchitis & emphysema; - Chronic heart diseases such as heart failure; - Chronic kidney disease; diabetes; - Chronic liver disease such as hepatitis; - Chronic neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy; - Problems with the spleen e.g sickle cell or removal of spleen; - A weakened immune system as a result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy; and - Clinically obese (a BMI of 40 or above). If you fall under one of the above categories you should discuss your concerns with your manager. If an individual has been identified as vulnerable this is to be documented within the action register of this risk assessment. Note: refer to the must up to date government guidance on pre-existing medical conditions which increase risk. Staff to inform managers of any pre-existing medical conditions above which could increase their risk of exposure. Individual risk assessment to be written for staff in the clinically vulnerable and clinically extremely vulnerable category. Members of staff in these categories to meet at start of term with HT & DHT to discuss and review 1 per term or earlier if necessary.			

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			Managers to consider the hierarchy of control measures and establish if staff are required to work in an office environment or if alternative work arrangements can be implemented; Agile working	1	5	5
2.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C, P, ES	If alternative arrangements cannot be implemented due to the nature of the role, then staff and relevant others must comply with the advice set out below: - Wash hands frequently using soap and water. Or alcohol gel (>70% proof) as an alternative - Children, staff and visitors to wash hands on arrival to school and at frequent regular intervals whilst on site, following the government guidelines for handwashing - Avoid touching eyes nose and mouth. - Avoid handshakes - Maintain social distancing (2 metres where possible but 1m+ is acceptable) - Avoid hot desking - Maintain clear desk policy - Clean work station, desk, keyboard, mouse, phone, with approved cleaning materials prior and after use. - Good hygiene practices implemented in communal areas such as kitchens and high touch areas. - Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (ref 21). Head teacher to implement arrangements to minimise members of the public accessing buildings where possible.	2	5	10

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			When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements (2 metres where possible, 1metre + where necessary). Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements. Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. There is an expectation that visitor will provide their own face masks. However, school will have a small supply in the eventuality that a visitor may require one. Immunisation programmes will continue to be delivered in school with an agreed protocol in place to mitigate risk			

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			Staff to refuse entry to members of the public and pupils showing signs (fever or cough) of COVID 19. Staff to avoid cash handling where possible. In the event of needing to handle cash, staff will wear gloves and dispose of them immediately after use.			
3.	Risk of exposure to COVID 19 when carrying out activities in School	E, VP, C, P, ES	Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations.	2	5	10

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	premises including contact with members of the public and pupils.		Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028. Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below: • either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or; • a household detergent followed by disinfection (1000 ppm av.cl.) or;			
4.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES	Attendance officer to record on SIMS all instances of staff and pupils self-isolating as a result of suspected or confirmed COVID 19 and to inform HT/DHT. Staff and relevant others displaying symptoms need to self-isolate as per government advice (10 days individuals / 14 days families) or longer if situation/test and trace advice requires. Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3: - Desk and workstation of confirmed cases (2 metre radius when possible but 1 metre + when necessary) - Common contact points within building, e.g. Banisters, door handles, chairs, etc. - Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.	2	5	10
5.	Risk of exposure to COVID 19 when staff or relevant others working in a	E, VP, C, P, ES	Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	2	5	10

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	school building with confirmed cases of COVID 19		Minimum PPE to be worn is: - Disposable gloves If area has been heavily contaminated such as with visible body fluids then the following additional PPE should be used: - Disposable mask - Disposable apron - Goggles or visor – Must be sanitised after use. Contracted cleaning staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used. Head teacher to ensure relevant areas are kept clear until areas have been deep cleaned with disinfectant. Workstation of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable. On completion of cleaning tasks remove PPE in this order: 1. Remove gloves and sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours. Gloves should be worn when emptying bins and hands washed immediately afterwards in line with government guidelines Wash hands using soap and water or alcohol gel (70%)			

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6	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES	Each class will be maintained as far as possible in bubbles throughout the school day. There will be one allocated teacher and at least one teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Breakfast and afterschool provision will be provided for key worker parent / carer only. Where possible children will be grouped according to class bubbles. Where this is not possible social distancing will be adhered to. Numbers will be capped Supply teachers will only be used in exceptional circumstances and social distancing will be adhered to If a pupil arrives at school wearing a face covering they will be asked to dispose of it in the class covered bin on arrival. If it is not a disposable face covering it will be placed in a sealed transparent bag and pupils will take it home at the end of the school day. Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.	2	5	10

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			Maintained Nursery Schools and nursery classes in maintained schools caring for children aged three and over Current requirement: • There must be at least one member of staff for every 13 children • At least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002 • At least one other member of staff must hold a full and relevant level 3 qualification.			
			Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.			
7	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	Head teacher/Board of Governors will monitor the data dashboard from the Local Outbreak Plan on regular basis. Any increase in transmission rate locally will be used by Public health/Local Authority in their decision making process as to whether a local lockdown will be introduced and whether a school will remain open. NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a regular basis. This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others Head teacher is to organise small class groups, as described in the ‘class or group sizes’ section of PHE advice, Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	3	5	15

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			Pupils will be seated side-by-side and facing forwards, including in the lunch hall, and unnecessary furniture will be moved out of classrooms to allow for this. For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.			
			Head teacher is to organise classrooms maintaining space between seats and desks where possible.			

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			Head teacher is to refresh the timetable: ○ Work with Class Teachers to decide which lessons or activities will be delivered. ○ Work with Class Teachers to consider which lessons or classroom activities could take place outdoors. ○ Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. ○ Stagger break times (including lunch), so that all children are not moving around the school at the same time. ○ Stagger drop-off and collection times. ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.			
			Childcare settings or early years groups in school should: ○ Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. ○ Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously.			
			Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.			
			Remove furnishings as appropriate. Remove soft toys and toys that are hard to clean (such as those with intricate parts).			

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			Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Advise parents who are using public transport for travel to read the Coronavirus (COVID-19): safer travel guidance for passengers.			
8	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES	Head teacher is to ensure that children and young people are in the same small groups at all times each day where possible, and different groups are not mixed during the day, or on subsequent days. Head teacher is to ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Head teacher is to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day. Head teacher to advise Class Teachers to give consideration to seating pupils at the same desk each day. Head teacher is to ensure that alcohol-gel or hand washing facilities are provided upon entry to classrooms and at strategic locations within schools. Staff and pupils must wash their hands or use alcohol gel upon entering the premises and after play/lunch time breaks. Teachers to share E-bug resources with children Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases. Receptionists to document visitor details to avoid cross contamination and potential spread of virus.	3	5	15

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			Literature racks at reception and other areas within the building to be removed to avoid cross contamination. Visitors to be escorted by host as far as possible (maintain social distancing) for duration of visit. Access control passes to be provided to visitors for this purpose where possible and returned to reception on completion of visit to be sanitised.			
9	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES	Follow the COVID-19: cleaning of non-healthcare settings guidance. Ongoing discussion with cleaning services. Additional cleaners provided to ensure that all bubbles and communal areas are cleaned in line with guidelines. Cleaners to maintain designated cleaning areas. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Ensure that all adults and children: - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Consider how to encourage young children to learn and practise these habits through games, songs and repetition. Ensure that help is available for children and young people who have trouble cleaning their hands independently.	2	5	10

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			Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of door-guards for fire doors which can be linked to the fire alarm system.			
			Staff to wash clothes following a day in education setting.			
			Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.			
			Ensure that bins are emptied throughout the day at appropriate intervals.			

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10	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases NA – No staircases in school	E, VP, C, P, ES	Consideration to introduction of one way systems on stairwells where possible. Signage to indicate the direction of travel is to be provided on each stairwell entry point. If a one way system is not achievable ensure staff are informed to stick to their left side to walk up the stairs and stick to their left side to walk down the stairs, if safe to do so and stairwells are wide enough for this purpose. Signage to be provided to detail arrangements and all staff briefed to ensure that they are aware of these controls. All staff to ensure that they do not stop to converse with other members of staff on stairwells. Ensure that high touch areas (bannisters etc) are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.	2	5	10

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11	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES	Doors kept open where possible to avoid contact with high touch areas.	1	5	5
			NOTE: This does not apply to fire doors unless approved safety mechanisms are used such as door-guards or other hold open devices which release on alarm activation.			
			Fire doors need to be appropriately signed to enable staff to identify fire doors easily.			
			Staff advised to use elbow for opening door release mechanisms where possible.			
			Fire doors must not be wedged open.			
			Vision screens in doors to be kept clear at all times			
			One-way systems to be implemented where possible.			
			If not possible clear instructions regarding usage to be produced and clearly communicated to staff and relevant others.			
			Floor markings/graphics to be provided to provide social distance guidance.			

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			Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Photocopier buttons to be wiped with an alcohol wipe at regular intervals throughout the day			
			Cleaning regime must be in place for high touch areas on photocopier.			
12	Risk of exposure to COVID 19 when staff or	E, VP, C, P, ES	Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres when possible or 1 metre + if necessary) identified on the door.	2	5	10

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	relevant others use toilets		Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plan to be put in place by Head Teacher or relevant other to ensure social distancing. Male urinals not in use Windows opened to allow for natural ventilation where possible. Cleaning regime put in place to ensure high contact points are regularly sanitised. Soap to be provided for hand washing and paper towels for drying			
13	Risk of exposure to COVID 19 due to mixing within education or childcare setting.	E, VP, C, P, ES	Access rooms directly from outside where possible. Consider one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school with meaningful symbols, and social stories to support them in understanding how to follow rules). Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points. Use outside space: For exercise and breaks.	4	5	20

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			- For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. - Each class bubble to be provided with PE equipment for use specifically by their group.			
			For shared rooms: - Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. - Stagger the use of staff rooms and offices to limit occupancy.			
			Reduce the use of shared resources: - Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff - Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. - Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.			
14	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES	Encourage parents and children and young people to walk or cycle to their education setting where possible. Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Ensure that transport arrangements cater for any changes to start and finish times.	3	5	15

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			Start and finishing times will be staggered for each year group to reduce the risk large groups of people coming into contact and ensure a 2 metre distance or 1 metre + where necessary is maintained. Routes around school are designed for minimum contact between 'bubbles'			
15	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C,	Wherever possible stagger breaks to reduce the number using the facilities in order to achieve social distancing (2 metres or 1 metre + where necessary).	1	5	5
			Restrict the number of people using kitchens and rest areas at any one time.			
			Maximum occupancies (1 person every 2 metres where possible or 1m + where necessary) identified on the door.			
			Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door.			
			Close off fridges and microwaves where possible to reduce potential spread of virus through high touch areas.			
			Disposable paper towels to be provided only – no multi use towels to be used.			
			All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water.			
			Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water.			
			Signage to be provided as to who to contact when stock requires replenishment. (property services)			
			Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace.			
			Seating arrangements within kitchens to be arranged so that social distancing can be maintained.			
			Consideration given to temporarily closing small kitchens if required.			

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			Water fountain high touch point requires to be added to the cleaning regime and staff reminded of hygiene measures when using the facility.			
16	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES	Head teacher must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting. Head teacher ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises Head teacher ensure that they inform all children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Head teacher ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Head teacher ensure that they inform all parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Head teacher ensure they make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building. Head teachers to engage with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements.	3	5	15

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			Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Use of emails to cascade information as and when required in addition to risk assessment sign off sheets.			
17	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES	Review emergency evacuation procedure to ensure that arrangements remain valid for: - Means of escape - Muster points - PEEPS - Number of trained fire wardens Social distancing measure (2 metres wherever possible or 1m + where necessary) to be maintained for above situations where possible. Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises. Updated fire evacuation plan to be maintained for audit and inspection purposes. Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation. Fire log book to be maintained for all occupied buildings. Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.	2	5	10
18	Risk of COVID 19 exposure or transmission	E, VP, C, P, ES	Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid.	2	5	10

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				Likelihood	Severity	Overall Risk
	as a result of inadequate first aid arrangements.		The written first aid risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children during COVID-19 outbreak, including: • The number of children on the premises. • The staff to child ratios. • The types of activities undertaken with the children on the premises. • The likely need for first aid based on the needs of the children attending the premises. • First aider knowledge among staff on the premises; and • The mitigations available to reduce the risk of such an incident. A full complement of trained school first aiders will be available in Autumn term. First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers. Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment. Contaminated PPE should be double bagged and disposed of in general waste after 72 hours. Managers and first aiders to refer to government guidance regarding expired first aid qualifications and the action to take. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home and advised to follow the guidance for households with possible coronavirus infection. If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (this will be the Bistro next to the windows and main entrance door wherever possible), with appropriate adult supervision if required (depending on the age of the pupil). Ideally, a window should			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE will be worn by staff caring for the pupil while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs). After the child has been collected the member of staff caring for the pupil is expected to thoroughly wash their hands and the room will be thoroughly cleaned. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.			
19	Risk of exposure to COVID 19 due to ventilation	E, VP, C, P, ES	Ensure ventilation systems are set to nominal speeds, at least 2 hours before the building is occupied and switch to a lower speed 2 hours after the building has closed. Ventilation systems to be kept running at night & weekends, but on a lower speed. Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible. Ventilation in toilets should run 24/7. If windows are present then they should be opened as required to allow for regular air changes. Occupants should flush toilet with the lid closed. Switch air handling units with recirculation to 100% outdoor air where possible. Inspect heat recovery equipment to be ensure that leakages are under control. Review the use of air conditioning units within the buildings. Fire evacuation plans and fire risk assessment to be updated accordingly.	2	4	8
20	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials	E, VP, C, P, ES	Bin system to be set up to deal with disposal of PPE and cleaning materials. - PPE and contaminated materials to be double bagged and tied. - Bins to be kept in secure location away from children where required.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	and other contaminated waste.		- Contents of bins to be disposed of via general waste. Bins to be sanitised once emptied. - Gloves to be worn when bins are emptied and hands to be washed immediately afterwards following government guidelines - Wash hands using soap and water or alcohol gel (70%) after handling bins.			
21	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E	Management to promote mental health & wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others. - Regular welfare checks by management and staff. - Information available from school mental first aider - Share link to mental health well-being webinar with staff - Share resources available through MindEd	2	5	10
22	Risks of COVID 19 outbreak associated with inadequate testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	Arrangements put in place for testing in accordance with most up to date government guidance and advice. Use track and trace as appropriate and following guidelines Guidance on testing can be sought from the Public Health team. Further information on testing arrangements can be found on the COVID 19 page. local outbreak plan & the track & trace system - https://outbreakplan.middlesbrough.gov.uk/ www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Section 1, Arrangements put in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.	2	5	10

Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed
1	2.9.20	Individual risk assessments to be completed for 6 individuals within the clinically and extremely clinically vulnerable category	HT/DHT	Individual risk assessments completed – to be shared with staff 4.9.20	3.9.20
	2.9.20	Share mental health webinar and Mind Ed resources with staff	HT/DHT	Shared via Staffroom on Teams	3.9.20
8	2.9.20	Share E-Bug resources with staff to share with children	HT/DHT	Shared via Staffroom on Teams	3.9.20
	2.9.20	Share risk assessment with governors via teams	HT/DHT	Shared	3.9.20
	2.9.20	Arrange for a visit from LA Health and Safety	HT/DHT	Health and safety visit arranged for 8.9.20 with Anne Pennock	3.9.20

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed
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Risk Assessment Authorisation & Review

Name of Assessor(s):	Stacey Carlisle	Signature of Assessor(s):		Date:	29.5.20
Name of Authorising Manager:	Patricia Maxwell	Signature of Authorising Manager:		Date:	29.5.20

- This risk assessment is a living document and will be reviewed weekly until the end of the academic year 2019/20 by the manager responsible for the activity being assessed. It should also be reviewed: **Addendum: From September 2020 this document will be reviewed on a monthly basis unless exceptional circumstances deem it to be necessary.**
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
 - Following significant changes to the task, process, procedure, personnel or line management.

- Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1	Stacey Carlisle	19.6.20	No changes required, staff reminded to re-visit risk assessment, particularly those staff who are new to rota next week. Risk Assessment booked with LA health and safety advisor.
Review 2	Stacey Carlisle	26.6.20	2m social distancing guidance has changed, therefore risk assessment has been changed to reflect a 2m social distance wherever possible which can be reduced to 1m+ if this is necessary in given situations. In ref 18 we have deliberately left this at 2 metres.
Review 3	Stacey Carlisle	3.7.20	No changes required, staff reminded to re-visit risk assessment. Risk assessment visit was completed by LA representative week commencing 22.6.20 and no recommendations were made.
Review 4	Stacey Carlisle	10.7.20	No changes required – risk assessment to be updated for full re-opening to all pupils in September.
Review 5	Tricia Maxwell	14.07.20	Updated version of risk assessment for full re-opening to all pupils.
Review 6	Patricia Maxwell/Stacey Carlisle	2.9.20	Risk assessment updated in line with further guidelines issued during the summer break
Review 7	Patricia Maxwell/Stacey Carlisle	08/09/20	Ref 4. Updated isolation period from 7 days to 10 for individuals 14 for family members in line with current guidelines. As advised by test and trace.
Review 8			