

COVID-19: Checklist & model risk assessment for reopening of school premises September 2020

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for full opening September 2020		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	2
Effective from	1st September 2020	Approved on	
Last updated	13-07-2020	Last updated by	PSH/DMA
Review date	15-07-2020		
Purpose	To give schools SLT direction, governors, unions and staff guidance and advice on how to ensure schools are safe to reopen in September 2020		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- **NEW** [Guidance for full opening schools](#)
- [Preparing for the wider opening of schools from 1 June](#) (Primary and Secondary specific guidance)
- [Planning guide for early years and childcare settings](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Guidance for further education and skills providers](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

Part 1 is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

Part 2 is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: H&S Checklist

Conducted by: **HT and SBM (to be discussed and reviewed with all the SLT**

Date: **18-05-2020**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						

<p>Have all health & safety compliance checks of plant & equipment been completed prior to opening?</p>	<p>Y</p>	<p>F Block and CAP buildings:- School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</p>	<p>Regular monitoring</p>	<p>SBM and Caretaker</p>
<p>(This can be done through referencing of the School Premise Logbook or equivalent)</p>	<p>Y</p>	<p>Pre use visual checks are carried out by the user on all equipment</p> <p>All health & safety compliance checks of plant & equipment have been completed. This is ongoing and updated daily and weekly. Updated school premise logbook.</p> <p>Evidence of main school checks will be provided by Interserve</p>	<p>SBM to follow up with Interserve and check records/compliance. All statutory compliance PPMs have been completed to schedule. (Reported within monthly FM Reports) Guidance is being followed regarding ventilation and plant to minimise the potential air transfer of Covid19.</p>	<p>Daily and weekly</p> <p>Service Delivery Manager</p> <p>ASAP</p>
			<p>F Block and CAP buildings: - All health & safety compliance checks of plant & equipment have been completed. This is ongoing and updated daily and weekly, even during lockdown period. And prior to reopening on the 15th June 2020. Updated school premise logbook.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y			<p>Staff First Aid Rota will be assessed and reviewed regularly</p> <p>Staff will be informed of who is available in these critical roles via daily staff briefing and emails</p>	<p>School – if numbers of those in safety critical roles falls below that required by the assessments, a thorough review of the situation will be reviewed by the HT and SLT</p> <p>Fire Risk Assessment to be reviewed between both parties, school and Interserve for the whole site prior to reopening in September 2020. Fire Safety Officer attending site on the 29th July to meet with HT and SBM to audit control measures and alter fire strategies if needed as a consequence of zoning (bubbles). Following audit school will update interserve.</p>	<p>DHT – NWi</p> <p>SBM – DMa</p> <p>SLT</p> <p>CWi</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Interserve and school	<p>Fire procedures practiced and gone through with students first week back to ensure school can be evacuated safely.</p> <p>Procedure outlining clear instructions for staff and pupils to be produced prior to reopening. Date/time for fire drill to be scheduled and supported by site team.</p> <p>Disseminated to all concerned (staff and pupils) during form times.</p> <p>The Fire Safety Advisor will meet with the HT and SBM and recommend best practice in light of COVID-19</p>	<p>SBM -DMA</p> <p>DHT - NWi</p> <p>Interserve (service delivery manager) and school designated staff</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Social distancing issues						

<p>Have small class groups been organised as per Government guidance? Guidance updated July 2020 for schools to plan for full reopening to staff and students. School is adhering to latest guidance.</p>	<p>Y</p>	<p>There is no staggered drop off or pick up time as with a full school running a full curriculum this is impossible to achieve. School will encourage as advised in guidance students/staff to where possible avoid using public transport. This is under review at local and national level – i.e.</p>	<p>Awaiting further guidance on LA Provision for additional bus routes. School has completed the Department for Transport questionnaire received on the 15th July 2020.</p>	<p>HT and SLT</p>
<p>Have class groups been organised following government guidance for Secondary Schools reopening in September 2020?</p>		<p>additional bus routes for students only to minimise risk of mixing with the public. Staggered start would push students into peak time after school whilst at the same time making it impossible to run a full curriculum offer.</p>		<p>HT and SLT</p>
		<p>The main pathway has been clearly marked with tape/spray paint down the main pathway to encourage social distancing rules. The school will be open to all yr groups.</p>		<p>HT and SLT</p>
		<p>Separate entrance and exit routes will be in place. Usual main entrance plus Forster Street. Where they will be supervised by staff to direct them into their bubbliies, pathways will be signposted. Some barriers will be needed. Year 7,8 and 9 will use main school entrance year 10,11,112 and 13 will use Forster Street.</p>	<p>Letter to be compiled to parents clearly outlining the new measures and regime school has put in place</p> <p>Student protocol to be reviewed and updated (please refer to updated version)</p> <p>Staff protocol to be reviewed and updated (please refer to updated version)</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>School will give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p>	<p>School website updated daily</p> <p>Text to parents to remind re attendance and inform of any issues sent daily</p>	
				<p>School has considered the potential for broader social mixing outside school when deciding on our approach and will communicate with pupils about not socialising with each other in groups outside school.</p>	<p>Students will be encouraged to walk/cycle if they cannot be dropped off by parents.</p> <p>Any of the above recommendations to go into letter to parents and on the school website</p>	
					<p>Guidance in the form of student protocol issued to all students and parents highlights the need not to socially gather on the way in or out of school</p>	

<p>Have classrooms and other learning environments been organised to allow for social distancing where possible ? Reviewed prior to reopening in line with updated guidance for reopening in September 2020</p>	<p>Y</p>	<p>All areas in all blocks will have directional and bubble zoned signage.</p> <p>Bubbles are year group based in identifying blocks per day. Thereby removing the need for additional need of movement around the site. And minimising the risk of cross contamination.</p>	<p>Monitored daily</p> <p>Regular checks made to ensure there is sufficient stocks of sanitising wipes on teacher desks</p> <p>Purchase of free standing, hands free sanitising stations at all entrances to all bubbles and canteen facilities. It will be Interserve's responsibility to replenish sanitising stations. This entails regularly checks each morning and evening.</p> <p>Windows to be opened each morning to allow for a free flow of air. To be scheduled as part of new daily opening up procedure. Specified areas for usage to be prioritised. Suggest review carried out to assess temperatures within rooms and consider delaying opening of windows until just prior to pupil arrival if temperatures drop too much. As per guidance note on HVAC, windows, where present within toilet areas should not be opened and the ventilation</p>	<p>All staff on site</p> <p>Medical and Finance admin staff</p> <p>Site staff</p>
--	----------	--	--	---

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			<p>Communicate new ways of working to all staff, through whole staff meeting on the first day of term and via staff protocol and emailed updates</p> <p>All classrooms will have social distanced space, teaching staff at the front of classroom and all students forward facing.</p>	<p>system should be operational 24/7 on fresh area only. No air recirculation to be in operation.</p>	
				<p>PE will when possible use outside areas all of which will be marked up athletics to allow distanced PE Activities to take place. All football taken down. Separate RA for PE has been completed.</p>	<p>No outdoor learning.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Through year group bubbles and re-timetabling of the whole school curriculum to allow full curriculum. Access in daily bubble rotation Signage will be in place from main gates, down pathways to bubbled areas. Markings and signage for walls and floors displaying Blocks (bubbles) and route signage	To be regularly monitored Discussed SLT meetings	HT and SLT
Are there adequate signs/floor markings (e.g. hazard tape etc) in key areas to clearly identify the areas and routes?	Y			As above	As above IFM Site Team will support in the installation of any signage/stickers as required. IFM have procured signage for main entrance doors only to set scene). New route and area signage will be put up prior to September.	As above
Have assembly groups been staggered?			N/A	No assemblies until further notice		HT and SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?			N/A	There will be three areas used to deliver lunchtimes, two sittings (staggered). Whereby the food will be served with their bubble to minimise cross contamination. Full sanitation will take place in between each sitting.	As above	As above

Have drop off and collection times been staggered?

N

With a full school we have opted to go for the use of two main entrance gates to spread the flow of students. A staggered start would not allow for the smooth operation and timing for the day to operate bubbles, breaktimes and lunchtimes. It also does not alleviate transport issues a later time in the morning pushes pupils into risk at the end of the day. We are awaiting further guidance on additional bus routes being provided as per LA guidance.

As above

As above

Students to be dropped off at the main entrance gates which are the usual main entrance and Forster Street. Where they will be supervised by staff to direct them into their bubbliies, pathways will be signposted. Some barriers will be needed.

Year 7 parents first day that their child starts school can do drop off and pick up on the main school field only. Only for that day to assist the pupil with transition.

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				From that point onwards no adults will be allowed to enter school.		
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			As above Parents/AOTs will not be allowed into the building or on the school site unless a prior appointment has been arranged.	As above In letter to parents	HT and SLT
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			All excess furniture has been removed. Teachers desks have been cleared	Monitored by site team	Reporting to SBM and HT

Infection control issues

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			<p>Regular visits conducted/phone calls</p> <p>Close monitoring by designated staff</p> <p>Staff Questionnaire has been sent to all staff. Upon receipt of completed forms the decision will be made if a RA is needed or an occupational referral.</p> <p>For students there are new procedures/RA which will be disseminated with staff upon</p>	<p>Monitored regularly by line managers</p> <p>All questionnaires to be shared with school's union representatives prior to being sent out to staff and Health & Safety Director and GDPR DPO as well.</p>	<p>Led by DSo reporting to HT</p>
Have all soft furnishing/toys etc that are hard to clean been removed?			N/A			

Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?

Y

Cleaning has continued across site throughout the period. Sanitising fluids have been used since start of the pandemic.

Cleaning will be completed as scheduled at the end of every school day or at the beginning of the school day in line with current working hours. Sanitising fluids will be used in all areas on touch points throughout the school day to minimise risk of transfer. Including full sanitisation following each lunch sitting (20mins intervals) Where suspected COVID-19 contamination is identified areas will be treated with a fogging machine and viricidal cleaning solutions.

Site Team Cleaners Daily

There will be visual cleaning rota's (sign off sheets) displayed in all classrooms and in all toilet areas in use. Cleaners will log time and area which has been cleaned and sanitised. This has been agreed between school and the IFM provider.

School will purchase CPR
Face Shields and Thermal
Distance Scanners

All visitors, contractors, staff
and pupils will be provided
with sanitiser in main
reception. As school has
purchased auto sanitiser
dispensers at main reception
all bubbled zones and dining
facilities.

New protocols for
staff/pupils/Contractors and
Visitors. Including Risk
Assessment if needed. IFM
will also need to complete
their own and share protocols
for this with school. IFM to
ensure that their contact
details are displayed at the
front of the Reception so they
can manage their own
visitors. Currently deals with
all. In order to minimise
further risk to school staff IFM
need to collect and manage
all visitors to school site.
New arrangements need to
be made for IFM deliveries

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
					<p>round the school to IFM office rather than the main school reception. Again to minimise risk to our school staff and students.</p> <p>Any events/activities school hosts RA's are part of the schools procedures that the external persons/bodies have to provide the SBM with their completed RA prior to the school agreeing that the event/activity can take place.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			<p>FM will clean touch points in circulation and toilet areas throughout the day with sanitising fluids – including taps, handles, switches etc. are sanitised daily.</p> <p>School will be responsible for cleaning equipment used by staff and pupils, including laptops, key boards.</p> <p>Full sanitisation in between lunch sittings (20 mins).</p>	<p>Where suspected COVID-19 contamination is identified areas treated with fogging machine and viricidal cleaning solutions.</p> <p><u>Toilets for students manned to clean between use around whole school. IFM’s responsibility</u></p> <p>Staff will be using their own equipment</p> <p>There will be visual cleaning rota’s (sign off sheets) displayed in all classrooms and in all toilet areas in use. Cleaners will log time and area which has been cleaned and sanitised. This has been agreed between school and the IFM provider.</p>	<p>Site Team Cleaners Daily</p>

Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards,

Y

School to purchase any additional items as needed, including wipes, antibacterial wipes for equipment

Hand sanitisers

Hand soap Interserve will replenish all standard consumables as per contract, including bottled water dispenser that will be placed in B Block in order to facilitate this being a canteen facility. As agreed with I.B. this will include emptying of waste buckets daily, removing, drying and replacing spillage mat and replenishing bottled water. Will utilise enhanced antibacterial products during routine cleaning. Interserve will equip FM staff with relevant and necessary PPE and hand sanitiser, but will not be responsible for providing schools with sanitising sprays or wipes.

School has purchased free standing/hands free sanitising stations. To be refilled as agreed with the Director of Interserve and LEP by the site staff upon request from the school

Audit of items needed

SBM/SOM and Medical Staff to review and place order

SBM/SOM and Medical Staff

Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?

Y

All toilet areas will have consumables replenished regularly by IFM staff. There is sufficient stock levels of consumables at present.

- All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.
- All toilets and handwashing facilities and have liquid soap available.
- Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.
- Use of e-bug learning resources to promote and teach pupils the importance of good hygiene practices.
- Reception desk/area has Perspex screen/barrier. We are consider applying Perspex barriers to divide large desks.
- Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g.

SBM and Interserve

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a ready supply of tissues for pupils and adults?	Y			School has ordered tissues	Stock take to be undertaken regularly	SBM and SOM
					<p>door handles, bannisters, etc)</p> <ul style="list-style-type: none"> Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) <p>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is contaminated waste disposed of regularly and appropriately	Y			As per guidance, covid19 contaminated waste will be held for 72 hours in an external designated area prior to being disposed of within the general waste removal service.		IFM Site Team and cleaners
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Medical Room for treatment D25a for additional isolation pending pick up from school	Discussed with CWi	HT/SLT and CWi
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Students to make their own way off site. If parents want to pick up this can pick up. Students make their own way of site that could potentially come on site it is not practical to have them do so.	Outlined in parent letter	HT/SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Outlined in parent letter and on school website.	Documents will be made available on school website	HT/.SLT
Are parents clear 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)?	Y			As above	Proposed action – Letters to Parents/text messages Updates on website	Weekly NWi/AWa
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			In parent letter that if necessary that parent accompanies child this will be to the main gate only	Proposed action – Letters to Parents/text messages Updates on website in progress (email to all staff) H.T. to liaise with Union Reps prior to re-opening	HT/SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			<p>Once passed by governors all documents will be shared with unions and all staff.</p> <p>Meeting on September the 1st to go over the RA and protocols and review letter sent to parent to take place physically or virtually</p>	<p>Proposed action – Letters to Parents/text messages</p> <p>Updates on website In progress (email to all staff)</p> <p>Student Protocol</p> <p>Staff Protocol</p> <p>Covid-19 Code of Conduct</p> <p>Basic Principles of social distancing etc. to be displayed around school</p> <p>H.T. to liaise with Union Reps prior to re-opening</p>	<p>HT/SLT prior to reopening</p>
School Uniform `	Y			<p>All pupils as per DFE guidance will be told to wear school uniform</p>		

Part 2: Risk Assessment Holly Lodge High School College of Science

Risk Assessment for: Full **Re-opening of Premises September 2020**

School: Holly Lodge High School College of Science

Assessment Date: **28-05-2020/reviewed and updated on 15-7-2020**

Name of Assessor(s): **Paul Shone HT and Dawn Maher SBM**

Assessment Ref No: **Version 2**

Risk Matrix scoring guide:

Likelihood

- 1 Very unlikely
- 2 Unlikely
- 3 Likely
- 4 Very likely
- 5 Certain

Severity:

- 1 No Lost time
- 2 Under 7-day injury or illness
- 3 Over 7-day injury or illness (RIDDOR)
- 4 Specified injury or illness (RIDDOR)
- 5 Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. <p>Refer to <u>Premise Management SSG</u> and <u>School Premise Logbook</u> for further guidance.</p>	IFM School BM School Caretaker for F Block	2	4	8	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		coming back into use, and before reopening the school.						
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> Fire drill practiced second week back to ensure school can be evacuated safely (following audit recommendations for the Fire Safety Officer) If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. <p>Refer to <u>Fire Safety SSG</u> & <u>First Aid SSG</u> for further guidance</p>	HT/SBM/Fire Officer to make an informed judgement following advice from external fire officer. SLT – as and when need arises	1	5	5	
Unable to meet social distancing rules and the virus is transmitted	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Separate entrance and exit routes are in place. (as above) Normal class sizes, within year group bubbles as above during lessons wherever possible. 	<ul style="list-style-type: none"> Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. 	Teaching staff – daily HT – prior to 1 st	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
from person to person	Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> No assemblies lunch times are staggered and supervised to minimise numbers and allow for social distancing. As above. Break times will be taken as normal in separate supervised bubbled zones Outdoor play areas will be zoned according to bubbles. Parents/carers can only visit the school by appointment. Areas regulated by the imposition of bubbles each with identified toilet areas. Communicate new ways of working to all staff, through briefings and staff protocol 	<p>Normal class size</p> <p>No assemblies</p> <p>There will be break and lunch times facilitated in zones/bubbles as above.</p>	September 2020				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
			Toilet supervised by IFM cleaners					
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. In line with all recent government guidance referring to good respiratory practices. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Free standing, hands free sanitising stations on all zoned/bubbled areas. 	<ul style="list-style-type: none"> Daily briefings at the start of each session remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. (ABHR) Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	HT – Daily IFM Caretaker / Premise Manager	2	4	8	IFM confirmed they will be responsible for checking, replenishin

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Reception desk/area has Perspex screen/barrier. School is considering similar for tables/desks in the Art Department • Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) • Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) • Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to 						g these stations on a daily basis

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		putting in the bin) and regularly taken away.						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Should following a individual staff member needing a RA or an occupational referral school will follow controls below Keep in touch (KIT) meetings regularly organised to ensure staff are supported. Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to children and individual support made available when/if needed. Arrangements in place for employees to access a 	<ul style="list-style-type: none"> Refer to <u>Stress SSG</u> for more information. 	NWi KCo DSo Use of counselling service	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>confidential counselling service.</p> <ul style="list-style-type: none"> Schools stress risk assessment has been reviewed regularly throughout the pandemic. 						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 	<ul style="list-style-type: none"> PPE will be provided in these situations School has implemented further control measures when dealing with accidents/incidents these are in the new medical protocols in school. These will be shared with all trained First Aiders etc. first day back in September 2020 on the teacher training day. Refer to the programme for the first week of autumn term 2020. 		2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> PPE is only needed in a very small number of cases including: staff attending to first aid and staff/pupils who are presenting potential symptoms of COVID-19 Staff delivering any form of physiotherapy will be provided with full PPE in line with guidance. if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a 	<ul style="list-style-type: none"> Stocks to be maintained Ongoing review and staff informed Service Delivery – individual RA's will need to be completed and signed of by SBM prior to anyone visiting school for any reason, even if delivering a service to pupils 		2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 						
COVID-19 Virus transmitted to those who are vulnerable	Employees who fall into the clinically extremely vulnerable or clinically vulnerable groups.	<ul style="list-style-type: none"> All employees who fall into the extremely vulnerable category must follow latest Government guidance regarding shielding and/or working from home. Employees who fall into the other vulnerable category, should be working from home in the first instance. 	<ul style="list-style-type: none"> Employees who cannot work from home should be found alternative work where social distancing can be guaranteed. Staff Questionnaire to ascertain (identify) any potential medical risk/s. This will inform if any further RA is required 					
Other school specific								

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Other school specific								
Other school specific								

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
28/6/2020	PSh DMA	To be presented to governors and SLT prior to approval. One approved shared with unions and wider staff body.
End of October 2020	PSh DMA	To be presented to governors and SLT prior to approval. One approved shared with unions and wider staff body.