

COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	15 th May 2020	Approved on	15 th May 2020
Last updated	15 th May 2020	Last updated by	HSU/TH
Review date	1 st June 2020		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

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;

- [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](#)

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 guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

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>(This can be done through referencing of the School Premise Logbook or equivalent)</p>	<p>Y</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>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>Regular monitoring</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>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>	<p>SBM and Caretaker</p> <p>Daily and weekly</p> <p>Service Delivery Manager</p> <p>ASAP</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)</p>	Y			<p>Staff Rota whereby the First Aid needs assessment is regularly reviewed</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, then overall school numbers will be decreased for the time they are off/until substitutes can be trained</p> <p>Fire Risk Assessment to be reviewed between both parties, school and Interserve for the whole site prior to reopening.</p>	<p>DHT – NWi SBM – DMa SLT CWi</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</p>	Y			<p>Interserve and school</p>	<p>Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing rules)</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. Social distancing should be maintained for those evacuating and those at the panel and muster points.</p> <p>Disseminated to all concerned (staff and pupils) during morning briefings on entry to classrooms</p>	<p>SBM -DMA DHT - NWi 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?</p>	<p>Y</p>		<p>School drop off and collection times will be staggered to minimise numbers. (keeping within the government guidelines as stipulated in latest guidance)</p> <p>Drop off and pick up is possible on the main school car park</p> <p>The main pathway has been clearly marked with tape/spray paint down the main pathway to encourage social distancing rules.</p> <p>School will open to Years 10 and 12. Not full year groups in at any one time – staggered as per timetable</p> <p>Separate entrance and exit routes will be in place</p> <p>There will only 6 pupils per class to encourage social distancing. Only the B Block will be used to deliver teaching and learning</p> <p>One way system in place for the movement around B Block</p> <p>Smaller class sizes – as above 6 students per class and arranged so the pupils are not face to face</p> <p>Hall has been marked out adhering to the two metre social distancing rule – 40 tables and chairs only</p>	<p>School – 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> <p>The school will run a maximum of 20% of Y10 &12</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 produced</p> <p>Staff protocol to be produced</p> <p>School website updated daily</p> <p>Text to parents to remind re attendance and inform of any issues sent daily</p>	<p>HT and SLT</p> <p>HT and SLT</p> <p>HT and SLT</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>Number of pupils and adults on site will not exceed the number of person required to carry out safety critical roles as per the relevant assessments</p> <p>School will ensure that the use of public transport to travel to and from school is minimised as far as possible. School has introduced a staggered start and finish time to adhere to government advice</p> <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 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>For those that have no choice the start time of 10 am means that peak time is avoided. Parents will have to be the ultimate arbiter</p> <p>The above recommendation to go into letter to parents and on the 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>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have classrooms and other learning environments been organised to allow for social distancing?</p>	Y			<p>All surplus furniture will be moved to the back of classrooms and stored securely.</p> <p>All areas in B Block marked out adhering to the two metre social distancing rule</p> <p>Only 1 person access at any one time to toilets</p> <p>Communicate new ways of working to all staff, through posters/morning briefings and emailed updates</p>	<p>Monitored daily</p> <p>Daily briefings first thing of a morning</p> <p>Regular checks made to ensure there is sufficient stocks of soap/sanitiser/gloves/ aprons and masks</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 system should be operational 24/7 on fresh area only. No air recirculation to be in operation.</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?			N/A	N/A	No outdoor learning or break times	
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			-Signage will be in place from main gates, down pathway under canopy and all other areas -One way system to minimise risk via flow of traffic -Markings and signage for walls and floors to ensure social distancing will take place	To be regularly monitored Discussed SLT meetings	HT and SLT
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	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)	As above
Have assembly groups been staggered?			N/A	No assemblies until further notice	Monitored and reviewed weekly	HT and SLT
Have break times (including lunch) been staggered?			N/A	No breaks or lunchtimes until further notice	As above	As above

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have drop off and collection times been staggered?	Y			<p>Gates will be left open</p> <p>Students – staggered intake</p> <p>Stack System to control social distancing rules, under canopy area to main school and main entrance area</p> <p>Students to be dropped off at the main gate and supervised by staff to direct them down the main path which has indicators painted lines or (tape) to follow to manage flow of traffic adhering to social distancing rules</p> <p>One way system signposted</p>	As above	As above
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			<p>As above</p> <p>Parents/AOTs will not be allowed into the building or on the school site unless dropping off and staying in car</p>	<p>As above</p> <p>In letter to parents</p>	HT and SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			All excess furniture stacked securely against the back of the wall Teachers desks cleared	Monitored by site team	Reporting to SBM and HT
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			Provision of FSM and other meals provided by WBA Regular visits conducted/phone calls Close monitoring by designated staff	Monitored regularly by line managers	Led by DSo reporting to HT
Have all soft furnishing/toys etc that are hard to clean been removed?			N/A			

<p>Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?</p>	<p>Y</p>			<p>Cleaning has continued across site throughout the period. Sanitising fluids have been used since start of the pandemic.</p>	<p>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. Where suspected COVID-19 contamination is identified areas will be treated with a fogging machine and virucidal cleaning solutions.</p> <p>There will be visual cleaning rota's (sign off sheets) displayed in 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>School will purchase CPR Face Shields and Thermal Distance Scanners</p> <p>All visitors, contractors, staff and pupils will be provided</p>	<p>Site Team Cleaners Daily</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
					with sanitiser in main reception and upon entry & exit in A Block	
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>Where suspected COVID-19 contamination is identified areas treated with fogging machine and virucidal cleaning solutions.</p> <p>Toilets for student manned to clean between use</p> <p>Staff will be using their own equipment</p> <p>There will be visual cleaning rota's (sign off sheets) displayed in 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>	Site Team Cleaners Daily

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards,</p>	Y			<p>School to purchase any additional items as needed, including wipes, antibacterial wipes for equipment</p> <p>Hand sanitizers</p> <p>Hand soap Interserve will replenish all standard consumables as per contract, and 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.</p>	<p>Audit of items needed</p> <p>SBM/SOM and Medical Staff to review and place order</p>	<p>SBM/SOM and Medical Staff</p>

<p>Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?</p>	<p>Y</p>			<p>All toilet areas will have consumables replenished regularly by FM staff. There is sufficient stock levels of consumables at present.</p>	<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. • 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. • Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices. • Reception desk/area has Perspex screen/barrier. • Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) 	<p>SBM and Interserve</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
					<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>	
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

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 D25b 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 on main car park but are not to get out of their car	Outlined in parent letter	HT/SLT
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	Documents to be made available on school website Staggered opening times will be between 10.00 am and 1.00 pm to avoid peak times	HT/.SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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. Any child needing greater assistance will not be invited to attend.	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?
<p>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?</p>	Y			<p>Once passed by governors all documents will be shared with unions and all staff.</p> <p>Meetings 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>

Part 2: Template /Model RA

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Holly Lodge High School College of Science

Assessment Date: **28-05-2020**

Name of Assessor(s):

**Paul Shone HT and Dawn Maher
SBM**

Assessment Ref No: **Version 1**

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	

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 coming back into use, and before reopening the school. 	<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	
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 first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. 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 Fire Safety SSG & First Aid SSG for further guidance</p>	HT – 1 st week of June. SLT – as and when need arises	1	5	5	
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers. Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing. 	<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 June	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	
		<ul style="list-style-type: none"> Separate entrance and exit routes are in place. Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. Assembly groups are staggered. Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. One-way system in place around the school to minimise close contact between adults and pupils. Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to 	<p>One way system with separate entrances in B Block</p> <p>Max class size 6</p> <p>Social distancing markers in place</p> <p>No assemblies</p> <p>No break or lunch times</p>					

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>show “social distancing” lengths and no access areas.</p> <ul style="list-style-type: none"> • Playground has been marked to encourage social distancing. • Parents/carers can only visit the school by appointment. • Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example • Communicate new ways of working to all staff, through posters, briefings etc. 	<p>Not in Use</p> <p>Toilet supervised by IFM cleaner</p>					
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. • All toilets and handwashing stations have liquid soap available. • Additional hand hygiene stations with alcohol-based 	<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) 	<p>HT – Daily</p> <p>IFM</p>	2	4	8	

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>hand rub (ABHR) available at all entry points and other key areas around the school.</p> <ul style="list-style-type: none"> • Reception desk/area has Perspex screen/barrier. • 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 	<ul style="list-style-type: none"> • 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>	Caretaker / Premise Manager				

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"> 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 confidential counselling service. Schools stress risk assessment has been reviewed regularly throughout the pandemic. 	<ul style="list-style-type: none"> Refer to Stress SSG 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	
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<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 		2	5	10	
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: • 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. 	<ul style="list-style-type: none"> • Stocks to be maintained • Ongoing review and staff informed 		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	
		<ul style="list-style-type: none"> If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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 						
Other school specific		•	•					
Other school specific		•	•					
Other school specific		•	•					
Other school specific		•	•					

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
28/5/2020	PSh DMA	To be presented to governors and SLT prior to approval. One approved shared with unions and wider staff body.