COVID–19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (July 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

This was updated to provide additional detail on 7th August 2020.

The link to reviewed guidance is as follows:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Separate guidance is available for early years, further education colleges and for special schools, as follows:

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

Separate guidance for SEN school provision:

https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings

On 26th August 2020 additional guidance on Face coverings in education was published. This has resulted in an additional section being added to this risk assessment template.

Please seen new guidance below:

https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education

The overall government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20th March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that

they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:
- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

PPE is only needed in a very small number of cases including:
- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- 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 facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask 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.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

The system of controls:

Protective measures
This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:
1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2) Clean hands thoroughly more often than usual.
3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5) Minimise contact between individuals and maintain social distancing wherever possible.
6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.
Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.
Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection
7) Engage with the NHS Test and Trace process.
8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

Social distancing in early years and primary schools:
We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. Theses are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people and groups**.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

Primary schools:

It is recommended that groups should be kept as small as possible. If this can be smaller than a year group it should be. So a normal class size may be appropriate. Schools should demonstrate that they are keeping students in as small and consistent groups as possible. Large gatherings such as assemblies or collective worship should be avoided.

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest students.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Secondary schools:

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Large gatherings such as assemblies or collective worship should be avoided.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Government guidance advises the following:
Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:
Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:
Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils of staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:
Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:
Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Alternative Provision (AP):
The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

Transport arrangements:
Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:
- How can this be managed safety or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six-part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

Face coverings in education

Guidance applies to Years 7 and over. The WHO now advises that children aged 12 and over should wear a mask under the same conditions as adults. This is particularly important where 1m distance from others cannot be maintained.

The government is NOT recommending that face coverings are necessary in education setting generally because mitigating controls/measures have been put in place to reduce the risk.

Schools and colleges have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that is right in their particular school.

This may be in the following situations:
- Where layouts of the school of college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises;

- Where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college.

Access to face coverings
Schools should adhere to the following:

1.   Where face coverings become damp they should be replaced
2.   Where pupils or staff do not have means to provide a mask, the school will maintain a supply to assist
3.   The school will ensure that no-one is excluded from an educational setting for not having a face covering

Where local restrictions apply
To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

In these areas adults and students above Year 7 will be required to wear face coverings when moving through communal areas. It will NOT usually be necessary to wear face coverings in the classroom.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

At East Barnet School, we require all staff and students to wear face coverings when moving through communal areas. It is at the discretion of the teacher whether students will be asked to keep their masks on when in the classroom.

Please note:
The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

Sharing Coronavirus (COVID-19) risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

For further information regarding this assessment, please refer to your assigned Judicium Education Health & Safety consultant.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	East Barnet School

Site	Chestnut Grove	Location	EN4 8PU

Subject of Assessment	Re-opening school for students in year 7 -14 for full use for the Autumn term.

Assessed by	Leann Swaine	Date	07/07/20	Review date	07/08/20 07/09/20 23/09/20

Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected (Who may be harmed)
		Students, Employees, Contractors and Visitors.

	Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are	• The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
controlled in the school. Stress or anxiety caused due to lack of support, information or staff consultation.	• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others where possible, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access Qwell and the free		√ √

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	helpline <u>Education Support Partnership</u> for school staff and targeted support for mental health and wellbeing. • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters		√

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed on a case by • Staff that travel abroad during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work in the autumn term.		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: • Drop off / entry to the school.	**Entry to the school:** • Students will line up in the MUGAS and ASTRO and be welcomed into school by their form tutor, using either the main front entrance or the back entrance (level 1)	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	• Students will be invited to designated classroom by their Teacher; • Parents/Guardians are NOT permitted to enter the school buildings; **Secondary school (entry to the school):** • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Students who are dropped off can do this in the usual way but drivers **MUST NOT** leave the vehicle; • Students must enter via the designated, signed (specifically for this time) entrance to the building. • Students are required to complete hand washing on entry to the school; • Entrance doors are held open, reducing the number of occupants touching the doors; • Sanitising stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; • Staggered start times are in place to keep groups apart; • In order to prevent congestion parents and students have been informed of their groups (year group) start time;		

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		• The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; • Students will not be permitted to gather with students outside of their group at the start and end of the day. • The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school; • Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.		
3.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: • Pickup / leaving the school.	**Secondary school (exit from school):** • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Students who are picked up can do this in the usual way but drivers **MUST NOT** leave the vehicle; • Students must leave via the designated, signed (specifically for this time) exit from the building using the side exits and following the one way system to use both gates; • Exit doors are held open, reducing the number of	Low	

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-sanitising stations are located at the door of each classroom for exit; • Good hand washing signage to instruct students how to do this effectively; • Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; • Finish times have been staggered for each class in order to prevent large numbers of students leaving at the same time.		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: • Classroom use / activities.	**There will be no large gatherings such as assemblies or collective worship with more than one group/'bubble'.** **Secondary / colleges:** • Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class); • Groups are kept as small and as consistent possible; • Students remain in the base room but can move class groups for specific subjects but remain in their year group 'bubble' at all times; • Interaction with other year groups is prevented (as far as possible);	Low	

Hazards and Risks		Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		• For non-practical subjects students will remain in the same room with Teachers only moving (where possible); • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • Students are managed while entering the room to avoid contact with each other of the Teacher; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Individual and very frequently used equipment such as pencils and pens are not shared; • staff and pupils have their own items; • Classroom based resources are only shared within a bubble; • These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use • Resources that ARE shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned;		√

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	• The school limits the amount of equipment students bring to school to only essentials; • Shared resources can be taken home but this is avoided where unnecessary; • All such resources are cleaned before used by others; • Students and staff use hand sanitiser on entry to the classroom; • Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other year groups; • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units • Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols • Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, DFL will apply.		
5. Spread/contraction of COVID-19 due to lack of social distancing measures during	**Secondary**	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
the school day including: • Dining; • Moving around the school; • Break-time / playgrounds.	• Separate lunch breaks are designated for each teaching group (bubble/year group). Students will stay in these groups during lunch; • Lunch area cleaned before and after each group's lunch (not just at the end of break). **Moving around the school:** • Movement to different areas within the school is reduced as much as possible; • All staff and students, unless exempt, are required to wear face covering when transitioning through communal areas. • External doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each group to reduce the		

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. **Break-times / playgrounds:** • Separate times or areas (at a safe distance using government guidance) are issued for each separate year group. **Secondary / colleges:** • Students are permitted to complete normal playground activities; • Contact sports are not permitted; • Mixing with other groups is not permitted; • Each year group is assigned a specific area of the school to use; • Daily inspection and enhanced cleaning programs are in place for external areas.		
6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	• Sanitising stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand sanitising stations are located on each floor,	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)

	within each classroom and on entry to the dining hall;
	• Hand washing sinks are located within each toilet provision;
	• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;
	• Students and staff have been shown how to wash hands properly;
	• Hand washing is recommended frequently and required at the following times:
	   ➢ Entry and exit from the school;
	   ➢ After using the toilet;
	   ➢ When returning from breaks
	   ➢ On entry to the dining hall;
	   ➢ Before and after eating;
	   ➢ On entry and exit from each classroom.
	
	• Unnecessary touching of the face is discouraged.
	• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';
	• Toilets and wash stations have single-use paper towel for drying hands.		

7. Spread/contraction of COVID-19 due to	• The school has implemented additional cleaning	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*

lack of adequate cleaning measures.	regimes. This includes the following:
	  ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls;
	  ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.
	• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms;
	• Classrooms will be thoroughly cleaned daily;
	• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;
	• Common areas will be cleaned once a day;
	• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person;
	• Students will be asked to sanitise their desk and chair on entry to the classroom;
	• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning in non-healthcare settings.</u>		

8.	Spread/contraction of COVID-19 due to	• Employees are required to conform with social	LowH	

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	lack of social distancing measures. In particular school employees.	distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other, the EBS staffroom can be used to drop off belongings, the sixth form café will be used for staff to congregate throughout the day; • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance.		
9.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: • Dealing with general First aid;	• A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of students, number and training of	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
• Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures.	employees; • This information forms the decision on what activities and groups can safely be managed within the school; • The school has a specific room/area dedicated for suspected cases of COVID-19; currently 249/250 • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is		

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.		

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.		

	Hazards and Risks	**Existing Control Measures**	**Risk Level** *(Very High, High, Medium, Low)*	**Further Actions** √/X *(If √ See Actions)*
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel	• Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; • The SLT are able to meet via video link parents if face to face meetings are required; • For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, (including their name and contact details), including contractors, to site will be kept and maintained; This data will be kept for 21 days in line with Government guidance. • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor;	Low	√

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	• Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.		
11. Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	• One in one out management of toilets is in place; • Toilet in use signs are in use; • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing.	Low	
12. Lack of staffing / insufficient staff ratios	• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;		

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		• Children are suitably supervised at all times;		
13.	Lack of suitable premises management	• The school adheres to the government guidance on managing buildings that are partially open; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.	Low	
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	• Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely	Low	

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
		in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	• Evacuation plans including the following have been reviewed: ➢ Safe assembly points for occupants following social distancing requirements; ➢ Safe exit via the nearest available final exit; ➢ Training occupants of any changes to evacuation; ➢ Ensuring there are enough trained fire wardens on-site; ➢ Use of the school has been reduced to enable safe evacuation. • All other fire system testing and maintenance has continued as normal.	Low	√
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	• The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	• The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus		
17. Spread/contraction of COVID-19 during an educational visit.	• In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term • A risk assessment – in line with the school's policy will be carried out for non-overnight domestic educational visits.	Low	
18. Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	• If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and	Low	

Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions √/X *(If √ See Actions)*
	Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	*Recommended Actions*
9	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of	Updated First Aid risk assessment to be undertaken based on the number of staff and first aiders available to work in school

Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures.	

Please note:
All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.