

COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

From the week commencing 1st June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly 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 (unions/other sources). 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 following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

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.

Please note:

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing:

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

It is still 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.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **secondary schools and colleges**, the principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely 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?

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.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

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	The King’s Academy	Assessment No.	
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Site		Location	Coulby Newham
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Subject of Assessment	Opening schools to keyworkers’ children/vulnerable students and additional specific year groups.		
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Assessed by	N. Bulley J. McAllister	Date	20 th May 2020	Review date	2nd June 2020
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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 <i>(Who may be harmed)</i>
		Students, Employees, Contractors and Visitors.

Context Statement	<p>TKA is particularly complex due to the specialist provision on site and the nature of the catchment. We are also prioritising students based on need and access to Edmodo (our home learning website), alongside engagement with it.</p> <p>As a result, the following will be on site*:</p> <ol style="list-style-type: none"> 1. Strand 2- Core group (key workers/vulnerable): 2 x 8 students, cross-year 2. Strand 3a-c- SEND bubbles: 3 x 8 students, cross-year 3. Strand 4a- Year 10: 5 x 8 students 4. Strand 4b- Year 12: 2 x 8 students <p>The numbers in each specific year group are 20-25% of each year on any given day of the week. Staff teams will operate on a single fixed day per week with their ‘own’ groups. This will start with a skills and routines focus; moving to content delivery as the model becomes established.</p> <p>(*NB- Strand 1 is our continued remote learning)</p>
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Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
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.	<ul style="list-style-type: none"> 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); Parents sent guidance on school times for their child and protocols set out for attending the school i.e. 2m apart, follow staff instruction and 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/publication 	Medium	<p>NBU letter:</p> <ul style="list-style-type: none"> Focus on three key principles: wash your hands, keep your distance, stay in your group. Taught to children and reinforced with signage. <p>These will be strand-appropriate. Will also need to reset expectations for core group in Strand 2.</p> <p>Staggered break/lunch times so that there is minimal opportunity for contact outside of the group</p> <p>New behaviour contract to be signed by all- students will show it to member of staff, be ticked off the list and place it in the box themselves.</p> <p>All parents of SEN students consulted, risk assessments completed.</p> <p>Establish principal parental obstacles to return to school via parent questionnaire. Mitigate where possible.</p> <p>Plan and risk assessment sent to staff on June 3rd; 3 x Zoom meetings for staff on June 5th to consult.</p>	Low

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	<p>s/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</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students. • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively. • Hazard reporting mechanism are in place and 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. 		<p>Daily 'toolbox' briefing for strand teams each morning regarding infection control and school protocols, done by team leader/via video.</p> <p>Offer of support for staff via online counselling sessions provided by Chameleon/Carefirst. Identify level of demand for this. JWO to inform staff and keep updated. Identify individual support where disclosed.</p> <p>As low numbers on site, reporting to be done one to one with SLT leads, or by email; JMC as H&S lead.</p> <p>Any member of staff/student in shielding category to remain at home.</p> <p>Any student/staff living with someone who is shielding to remain at home, unless they can be in a role where social distancing can be maintained effectively. Individual Risk Assessments to be undertaken.</p> <p>Any student/staff who is identified as clinically vulnerable to remain at home, unless they can be in a</p>	

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			role where social distancing can be maintained effectively. Individual Risk Assessments to be undertaken.	
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	Medium	Entry to the school: <ul style="list-style-type: none"> 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; Hand-wash 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. This information has been cascaded to parents as per above letter. All students met on arrival at gate, and allocated a designated, marked line to assemble (distanced). Site markings and one route system ensure social distancing is adhered to. SLT/middle leaders to have a strong presence on arrival, to ensure that there aren't groups congregating and to supervise safe distancing. More handwash stations in reception. Increased signage. Using sliding doors on main reception, reducing the number of occupants touching the doors; other entrances temporarily chocked open. Students then escorted in and chocks removed. Classroom doors supplied with wedges; only teaching staff	Low

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			<p>allocated to the group are allowed to handle the door, and are instructed to remove the wedge when vacating the room, for fire safety reasons.</p> <p>All groups given a designated stairwell and entry route.</p>	
<p>3. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Exit from school:</p> <ul style="list-style-type: none"> 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 exit from the building. Students are reminded to wash hands as they leave the school building. Hand-wash stations are located at the exits from the school. 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. 	Medium	<p>Students depart over a staggered 20-minute period.</p> <p>Using sliding doors on main reception, reducing the number of occupants touching the doors; other exits temporarily chocked open.</p> <p>Site markings and one route system ensure social distancing is adhered to</p> <p>Students walked back through the building to their exit points at the end of the day, using their designated stairwell. Timings staggered to ensure that they won't pass other groups.</p>	Low

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4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> Classroom sizes are restricted to 15 maximum students, 1 teacher and TA if required (specific needs of class). Classrooms have been organised to achieve 2m distances between student desks/chairs at all times. Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area. Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces. Students have allocated desks which they will use throughout the school day. Students have allocated resources such as pens that are assigned to them. Resources for the day are provided in a tray or similar and are cleaned at the end of the day. Students and staff use hand sanitiser on entry to the classroom; Where possible classes/activities will be completed outside; Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. 	High	Group sizes are restricted to 8 maximum students (due to size of classrooms, this will be different from the Judicium template recommendation), 1 teacher and LSA where needed. Doors chocked open and fill up from back (dependent on room). Students have allocated desks which they will use throughout the school day- seating plan designated at the start; other staff resources in the room are removed. Students will be reminded of expectations in terms of behaviour at the start of the session. Students to be directed to wash hands after handling books such as textbooks/library books or other potentially shared resources. No use of tables in the yard- roped off. SEND bubbles will use the front of the school in a staggered way; Core group will use the yard. Years 10 and 12 will have a break	Medium

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	<p>Not mixing with students from other classes;</p> <ul style="list-style-type: none"> • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been prepared in order to supplement remote education with some face to face support for students. This includes deciding which lessons or activities can be delivered to reduce movement around the school; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • Break and lunchtimes, as scheduled in the plan, will be staggered and separated out geographically. • 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 by opening windows. 		<p>only for toilet use (monitored and regulated with a 'slot' for each group). Years 10 and 12 will not be provided with lunch- Year 10 will do mornings; Year 12 afternoons. This will support staggered entrance and exit. Revised behaviour contract; students/parents expected to return signed copy on re-entry to school. Any student with a pattern of defiant behaviour will only be returned to the academy once a risk assessment has been completed with their parents/carers. Students to have expectations explained by staff, on return, via signage and staff briefing. Also shared with parents. Only water bottles and minimal necessary equipment to be brought from home. This will be kept in students' bags except when being used and will be taken home with them. There must be no sharing.</p>	

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			No member of staff will have (distanced) contact with more than 24 students over the course of their time on site. Indication in the letter home that warm clothes may be needed.	
5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time/ playgrounds. 	<ul style="list-style-type: none"> • Separate lunch breaks are designated for each small teaching (15 student) 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). Only one student will use a clean lunch space before it is cleaned again. • Students and staff lunch seating kept 2m apart. • Dining is organised so that no person sits facing another while eating. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible. • Suitable 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. 	High	All lunches are free. Set of wide tables in main hall, organised with appropriate spacing. Strands 2 & 3c will use this in a staggered way. Handwash in lunch areas. For Strand 3a&b: <ul style="list-style-type: none"> • Students have school lunches delivered to designated room; • Tables are wiped clean with appropriate disinfectant before and after lunch; • Students are supervised cleaning hands before and after eating lunch in the room. Only Strands 2 and 3 need to move. Routes will be planned to avoid crossover. Students asked to bring the minimum in terms of equipment.	Medium

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	<ul style="list-style-type: none"> 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 class to reduce the need to pass one another in open spaces. <p>Break-times / yard:</p> <ul style="list-style-type: none"> Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. 		<p>Where possible, all spaces are well ventilated by opening windows. Specific routes allocated for each group. Uniform reviewed for Y10/Y12- no blazer or tie in order to make washing of clothes easier, but maintain some degree of 'normality'. Strands 2&3 permitted to wear non-uniform as on site far more.</p> <p>2m distance as direct instruction- included in letter home and in new behaviour contract. Students can take part in low risk exercise only. Team sports are not permitted unless sufficiently distanced- e.g. badminton/table-tennis. All equipment to be wiped down after use and cleaned. Daily inspection and enhanced cleaning programs in place for external areas.</p>	
6.	Spread/contraction of COVID-19 due to lack of	Medium	Additional signage (beyond that already in place from pre-	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
hand-washing and general poor hygiene.	<p>school.</p> <ul style="list-style-type: none"> • All those entering the school are required to wash/sanitise their hands. • Hand washing stations are located on each floor, within each classroom and on entry to eating areas. • 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. • Help is available for children and young people who have trouble cleaning their hands independently. • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ On entry to the eating areas; ➢ 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 		<p>closure). Strand 3 students will be supervised and a routine maintained to ensure handwashing happens. Facilities actions taken- due to lack of use. PPE provided to medical/SEND staff where contact for hygiene/medical purposes is needed. Box of tissues to be provided in all classrooms and signage regarding reducing spread of virus.</p>	

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		<p>students are reminded to cough or sneeze into their arm;</p> <ul style="list-style-type: none"> Toilets and wash stations have automatic driers available. 			
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ 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. Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned at lunch breaks and after school; 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 suitably cleaned at the end of each day or before it is used by another person; 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 closed for 72 hours and then deep cleaned as per the guidance set 	Medium	<p>Tidying of rooms so all extraneous items removed or put away, so that full cleaning of rooms can be undertaken more easily.</p> <p>Teaching staff and students to be reminded that rooms must be left as found, and accountability for this maintained.</p> <p>Enhanced cleaning regime in place for all areas to be accessed by staff and students:</p> <ul style="list-style-type: none"> - Deep clean of rooms and areas to be used by expanded programme in week commencing 1 and 8 June - Frequent cleaning of areas in use during the school day e.g. before school, at lunchtime, after school <p>Where possible, furniture or equipment not required will be removed or covered.</p> <p>Provision of sanitising wipes or</p>	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
		on COVID-19: cleaning un non-healthcare settings.		spray and blue roll to all classrooms in use with IT equipment. Students and staff advised to wipe keyboard, mouse and monitor prior to and after use. Rooms and areas not being used to be locked. Restaurants not used. Each classroom and area in use to have access to hand sanitiser. Lidded bins to be provided in each area being used, emptied daily.	
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks 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 safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Staff are encouraged to use the larger dining areas for their lunch, keeping a suitable distance from other occupants; 	Medium	Team leaders to produce a 'toolbox briefing' to be watched at the start of each day (or previous day) with clear guidelines. The SEND office will have separate arrangements involving use of other offices. Photocopying to be minimised. Staff to plan for lessons that do not require worksheets (this also minimises need to distribute paper around the classroom). If there is essential photocopying requiring printed worksheets to send through to admin team for printing.	Low

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		<ul style="list-style-type: none"> 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. 		<p>Where use of photocopier is necessary, disposable gloves to be worn.</p> <p>Staff room is to be used by minimal staff- clear route to toilets only indicated by tape to avoid shared use of resources.</p> <p>Teachers who need space to do other work use their own classrooms- any equipment used will have to be cleaned before and after use. Wipes available in the staffroom for this purpose. Only use 1 PC.</p> <p>Employees will be provided with and wear PPE when required in line with national guidance if:</p> <ul style="list-style-type: none"> They work in the kitchens- due to the difficulty of social distancing in cramped conditions. They work with HLN students who require support for hygiene. <p>Reception desk to have Perspex screen installed to ensure protection of reception staff.</p>	
9.	Spread/contraction of COVID-19 due to	<ul style="list-style-type: none"> A specific First aid needs assessment has been completed – see other 'First Aid Needs 	High	First aider on duty every day. JSA to train the first aiders during	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)	Residual Risk (Very High, High, Medium, Low)
<p>insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<p>assessment – COVID-19.</p> <ul style="list-style-type: none"> • The FA assessment takes into account numbers and ages of students, number and training of employees. • This information forms the decision on what activities and groups can safely be managed within the school. • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision. • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions). • The school has a specific room dedicated for suspected cases of COVID-19. • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate. • 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 – NHS video / advice 		<p>the first week of provision (Covid 19 procedure, PPE and any medication for students in school). DDA office/meeting room already designated as quarantine rooms. First Aider (JSA) has read the guidance/watched video and will train new first aider every Monday. Access to all relevant allergy and medical information will also be provided.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
	<p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publication/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • All student allergies, asthma etc to be shared with staff and the location of devices such as epi pens and inhalers. <p>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:</p> <ul style="list-style-type: none"> • 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; 			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> 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. 			
10. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> 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 main entrance for staff to collect. The SLT are able to zoom (or other) parents if face to face meetings are required. For those who have to enter the school reception, a screen shield has been installed 	Medium	Letter home to parents will include this detail. Signage around the site will indicate this (as it has since the start of the pandemic). External 2m markings as well as internal 2m markings to be put in place. Receptionist will ask visitors (including deliveries- using the sliding door rather than leaving them outside as per template) to	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)	
		<p>to reduce the risk to school staff.</p> <ul style="list-style-type: none"> • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk. <p>Visitors:</p> <ul style="list-style-type: none"> • Any visitors directed to use hand sanitizer as they enter the building. • They will only be permitted into the school if they have an appointment. • They 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. • 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 room 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. • Deliveries will be accepted at designated times only. • Delivered items will be left outside of the school building for staff to collect. 		<p>wait in the airlock until reception is clear for them to enter. Frequent cleaning of touch points in reception and at kitchen door/freezers, including door pads and handles throughout the day. Receptionist, facilities and catering staff to be asked to use disposable gloves to handle delivery items/post. Kitchen door locked from the inside to stop unexpected access 2m line marked on floor and signage to indicate no entry, use call button and stand behind lines Kitchen staff won't sign delivery paperwork to avoid touching surfaces Kitchen staff wearing PPE Deliveries left outside rather than being brought into the kitchen Main suppliers informed of enhanced procedures in place to avoid virus spread</p>	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)	Residual Risk (Very High, High, Medium, Low)
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> One in one out management of toilets is in place for all toilets – including communal student toilets. Toilet use protocols are managed by Teachers if located adjacent to classrooms. Student use of toilets is managed by staff and communicated to students. Toilets are cleaned throughout the day. 	Low	Letter to parents will encourage Y10/12 students to go before leaving for school. Different toilets allocated to different groups- and an agreed scheduled window for each group to use them; regulated by staff. If staff member walks in and finds a cubicle occupied, leaves immediately. Addressed in the briefing for staff. Doors wedged to communal toilet areas, to prevent handling doors.	Low
12.	Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times. 	Low	Ongoing review of provision based on uptake and survey. Staff audit already undertaken to establish availability. Arrangements under constant review and will not remain open to all groups if adequate staffing cannot be provided.	Low
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management 	Low	All necessary building checks have been maintained whilst the Academy has been in partial closure and these will continue as more students and staff are readmitted.	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
		<p>at this time;</p> <ul style="list-style-type: none"> • 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; • The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed. 		<p>Appropriate premises and cleaning staff levels have been maintained and will continue as suitable for the use of the building.</p> <p>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</p> <p>Contingency arrangements in place for sudden premises staff absence.</p> <p>Site management meetings and walk-throughs with SLT and ESF maintenance team.</p>	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • 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 in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; 	Low	All in place already as part of standard operating procedures. Additional PPE ordered.	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements- usual room evacuation routes, assemble on the MUGA/astro with social distancing applied; ➤ Safe exit via the nearest fire exit; ➤ Due to limited occupancy, fire risk reduced anyway; but will also use standard procedures; ➤ Due to reduced numbers use of the school is kept to specific areas. All other fire system testing and maintenance has continued as normal. 	Low	Process to operate as with historical practice (use exit routes as appropriate for each room). All students to gather on the MUGA rather than on the tennis courts. Staff to ensure social distancing on exiting/re-entry, and in lines. Groups of 8 make this possible.	Low

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

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.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.