

Every Child Every Day COVID 19 Risk Assessment

Site / Premises: Grey Court School	Assessment Carried Out By	Assessment Serial Number: CV19/05		
Department: National Lockdown from 05 January 2021 to end of National Lockdown	Name: Jules Hammond MSc	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration.	Responsible Manager / Team Leader etc			
	Name: Chris Rhodes			

Risk Rating and Rationale Summary:

The Risk Rating process is provided for guidance only. In this case the objective of the most recent update (January 2021) is to reduce or maintain the previously accepted risk levels in place from June 2020 in line with the recent Government guidance on the national lockdown of 05 January 2021.

It is the risk assessors’ evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

Current guidance from the government stipulates that schools should only be open for children of Key Workers and designated vulnerable children. All other students will study at home and will be provided with live online learning that will follow their normal weekly curriculum timetable.

Lateral flow tests are available on site for all teaching and support staff, students and 3rd party contractors who are permitted in the building under the current guidelines, and all parties are actively encouraged to complete a lateral flow test on a weekly basis.

Any person getting a positive lateral flow test result will be immediately isolated and will leave the site. They will be instructed to follow the National Check and Trace process.

What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (Pre - June) (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (June 15th Onwards) (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Risk Rating with additional controls in place			Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score		Likelihood	Impact / Severity	Risk Rating Score			
Catching / Spreading Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser in the correct numbers. Maintenance of 2 metre social distancing in line with PHE guidance All persons wash hands with soap regularly and thoroughly, for at least 20 seconds and every time students and staff return from outside. Receptionist will ask if anyone who enters has any symptoms now.	4	3	12	Safe systems of work must be provided to staff before they start work, and displayed in school. Systems in place to monitor how many people on site at any one time and where they are. There will be enforcement of safe systems of working. Also systems in place to monitor which staff and children are on the “essential” list. Systems in place to deal with those arriving at school who are not supposed to be there Guidance for educational settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19	3	3	9	CRH	05/01/21	

<p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>Contact with persons suspected of having caught COVID-19 will be avoided.</p> <p>All colleagues will be required to disclose any symptoms.</p> <p>All persons are reminded to not touch their eyes, nose or mouth.</p> <p>Any existing individual risk assessments (disability, injury or new / expectant mothers) to be reviewed</p> <p>Follow good hygiene measures at all times.</p> <p>While not required in Phase 1, appropriate respiratory protective equipment (RPE) masks to be considered as last resort where effective separation cannot be maintained; however face fit testing (FFT) must be completed to ensure mask effectiveness for relevant masks.</p> <p>Persons will be told to self-isolate for 7 days should they find they have a new, persistent cough and/or a high temperature.</p> <p>Should persons disclose that personnel living with them are</p>			<p>Staff and parents of pupils have been asked to let their manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: <u>NHS list of high risk and moderate risk conditions</u></p> <p>For those with '<i>high risk</i>' medical conditions, they must stay at home (working from home where technology allows) and shield.</p> <p>Where staff have '<i>moderate risk</i>' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do.</p> <p>Where possible, those with '<i>moderate risk</i>' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets.</p> <p>Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19.</p>					
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		<p>self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Try to avoid working with paper/other materials that may aid transmission, i.e. consideration to be given to marking work electronically, etc</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice and are not at work.</p>			<p>If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <u>staying at home guidance</u></p> <p>The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'.</p> <p>On arriving at school, all staff and pupils are required to wash their hands. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.</p> <p>On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. Visitors are only onsite for emergency purposes.</p> <p>Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.</p> <p>Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. Visitors are only onsite for emergency purposes.</p>						
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					<p>All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes.</p> <p>Phase 2 - Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments as needed.</p> <p>Soap, paper towels and hand sanitiser are regularly replenished.</p>						
Suspected case whilst working on site	Staff, Pupils, Visitors	<p>If a person displays symptoms - A high temperature or a persistent cough, or receives a positive lateral flow test result, they should:</p> <p>Notify the Headteacher immediately.</p> <p>Avoid touching anything.</p> <p>Go home immediately (Children accompanied by their parents, etc).</p> <p>All other persons are to maintain a safe distance from the affected individual.</p>	3	4	12	<p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>If anyone develops coronavirus (COVID-19) <u>symptoms</u> in an education setting they must be sent home and advised to follow the <u>staying at home guidance</u>.</p>	3	4	12	CRH	05/01/21

		<p>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p>			<p>If a child is awaiting collection, they should be moved, if possible, to the First Aid Room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The air handling unit for this area will be operational. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the First Aid bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <u>symptoms</u>, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has</p>						
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					<p>left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings.</p> <p>Cleaning Guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>						
Start and end of the school day will present risk	Staff, Pupils, Visitors	Only Vulnerable / EHCP / Key worker groups in school prior to June 15th 2020	2	3	6	<p>Start and departure times are staggered.</p> <p>The number of entrances and exits to be used is maximised.</p> <p>Different entrances/exits are used for different groups.</p> <p>Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</p> <p>Floor markings are visible where it is necessary to manage any queuing.</p>	2	3	6	CRH	05/01/21

					Attendance patterns have been optimised to ensure maximum safety.							
Access to and egress from site	Staff, Pupils, Visitors	<p>The following practices will be implemented:</p> <p>Stop all non-essential visitors (children of staff) entering site</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter the site.</p> <p>Regularly enhance clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p>	2	3	6	<p>Pupils will be actively told not to mix on the way to or from school and if this is unavoidable to ensure they stay two metres distance from anyone as they walk to and from school.</p> <p>Unnecessary travel on coaches, buses or public transport is avoided where possible.</p> <p>Pupils are encouraged to walk or cycle where possible.</p> <p>In preparing for wider opening, we will carefully consider: how many pupils will be travelling at the same time how those pupils are likely to travel the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school Where the use of public transport cannot be avoided, peak times are avoided, for example by introducing staggered start and end times. Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Pupils are reminded about not socialising with each other in groups outside school.</p>	2	3	6	CRH	05/01/21	

Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible

Visitors

No non-essential visitors are allowed onto the school site.

All visitors to be made aware of site rules

Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.

Staff

Staff who are showing any of the signs of Covid-19 may NOT come to school.

Staff MUST declare if they have a member of their family display signs of COVID-19 and may NOT come into school.

Staff have been informed about the need for self-isolation as advised by the Government.

The school regularly checks the Government Advice:

Link: [Government Advice for Schools - implementing protective measures](#)

Link: [Government Advice - Conducting a SEND Risk Assessment](#)

		On arrival all staff are required to wash hands and hand washing with soap to be at least 20 seconds each time.										
Movement around school and risk to social distancing measures	Staff, Pupils, Visitors	<p>Only Vulnerable / EHCP / Key worker groups in school prior to June 15th 2020</p> <p>Staff briefing students that are on site and social distancing protocols are in place.</p>	3	3	9	<p>Circulation plans have been reviewed and revised.</p> <p>One-way systems are in place where possible and required.</p> <p>Corridors are divided where feasible and required.</p> <p>Appropriate signage is in place to clarify circulation routes.</p> <p>Pinch points and bottle necks are identified and managed accordingly.</p> <p>Movement of pupils and staff around school is minimised as much as possible, with pupils staying in classrooms / large spaces in their 'bubble' arrangements with dedicated staff.</p> <p>Lesson change overs are staggered to avoid overcrowding.</p> <p>Pupils are regularly briefed regarding observing social distancing guidance.</p>	3	3	9	CRH	05/01/21	

					Appropriate duty rota and levels of supervision are in place.							
Lunch, break and transition times	Staff, Pupils, Visitors	<p>Current controls (social distancing) are effective as only the required Vulnerable / EHCP / Key worker groups in school where numbers were low.</p> <p>All persons are required to stay on site once they have entered it and not use local shops etc.</p> <p>All persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>Food and drink should only be consumed in dedicated areas.</p> <p>Break times are staggered to reduce congestion and contact at all times.</p> <p>Hand washing is required before and after eating.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p>	3	3	9	<p>All students will bring a packed lunch. (FSM have food provided through the voucher scheme)</p> <p>Groups eat lunch outside in good weather. This will be in a specified area and in groups of no more than 5. Bubble leaders and staff will supervise and ensure no breaching of social distancing protocols.</p> <p>Staggered lunch times to reduce the total numbers of people in the hall at any one time as required. Currently not a requirement in Phase 1</p> <p>Access into smaller areas controlled with the maximum number of people allowed in that space at any one time.</p> <p>Tables and chairs set as per 2 m social distancing rules.</p> <p>Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall.</p> <p>Link: Government Advice for Schools Link: Government Advice - Conducting a SEND Risk Assessment https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidanc</p>	3	3	9	CRH	05/01/21	

		<p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices</p>				e/coronavirus-covid-19-send-risk-assessment-guide						
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p>	2	3	6	<p>In Phase 1 there will be no travel to and from school for education purposes in order to mitigate this risk completely.</p>	1	1	1	CRH	05/01/21	
Small teaching spaces			2	3	6		2	3	6	CRH	05/01/21	

	Staff, Pupils, Visitors	Only Vulnerable / EHCP / Key worker groups in school prior to June 15th 2020				<p>Only large spaces open spaces to be used for teaching</p> <p>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</p> <p>Large gatherings prohibited.</p> <p>Design layout and arrangements in place to enable social distancing.</p>							
Learning and communal space	Staff, Pupils, Visitors	<p>Where possible Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same.</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>All persons are to wash their hands before entering classrooms.</p> <p>Currently, only pupils who fall into specific categories are attending</p>	3	3	9	<p>From the 15th June we will have Year 10 students on site alongside those 'vulnerable' and key worker groups. This risk assessment incorporates all these scenarios.</p> <p>Visitors to the school have been greatly reduced to only those people who need to undertake essential work.</p> <p>The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home.</p>	3	3	9	CRH	05/01/21		

	<p>school which results in the majority of pupils not coming into school.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following: Wash hands on entry. Wash hands when transitioning from one area to another All hand contactable surfaces to be cleaned throughout the day. Only use cleaning products supplied by the school.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to staff interaction; staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home.</p> <p>Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home.</p> <p>No physical contact.</p> <p>No close contact activities (2 metre distance).</p>				<p>Where possible and appropriate, large or outside space are utilised for lessons or activities.</p> <p>Seating is organised in learning spaces so there are gaps of 2 metres between pupils and staff.</p> <p>Class sizes are adjusted (reduced) so that social distancing can be maintained.</p> <p>Cohorts are kept together where possible in bubbles so that:</p> <p>Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</p> <p>The same teachers and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>Pupils use the same learning area throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Desks are to be arranged so pupils sit looking in the same direction (i.e. not facing each other).</p> <p>Fire exits and other doors will be utilised to ensure a one way system is possible.</p> <p>The window(s) of occupied areas are kept open enough to maintain good general ventilation</p>						
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		Activities and resources All resources to be cleaned after use (including computers).				<p>where possible. Staff and pupils will be informed so they can dress appropriately</p> <p>Pupils and staff are encouraged not to share pens or other stationery items.</p> <p>Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice and are to be used before and after use.</p> <p><u>Guidance for Secondary Schools</u> - note that this guidance also refers secondary schools to the 'implementing protective measures in education and childcare settings' guidance</p>						
Queues for toilets and handwashing	Staff, Pupils, Visitors	Only Vulnerable / EHCP / Key worker groups in school prior to June 15th 2020	3	3	9	<p>Queuing zones / control points for toilets and hand washing are established and will be monitored.</p> <p>Floor markings and signage are in place to enable social distancing.</p> <p>Pupils will be instructed that they can only use the toilets, one at a time.</p>	3	3	9	CRH	05/01/21	

						<p>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times.</p> <p>The toilets are cleaned frequently.</p> <p>Monitoring ensures a constant supply of soap and paper towels.</p> <p>Bins are emptied regularly.</p> <p>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</p>						
Canteen use - exposure from large numbers of persons	Staff, Pupils, Visitors	Risk mitigated - no canteen provision for vulnerable, EHCP and key worker pupils	1	1	1	Risk mitigated - no canteen provision in Phase 1	1	1	1	CRH	05/01/21	
Use of the water fountains	Pupils	Not in previous RA				Risk mitigated - Water fountains not to be used. Student requested to bring larger water bottles.						
Use of Changing facilities, showers and drying rooms	Staff, Pupils	Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.	2	2	4	<p>Phase 1 - Closure of all of these facilities to fully mitigate risk</p> <p>No staff shower usage.</p>	1	1	1	CRH	05/01/21	

		<p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p>										
Shared equipment use	Staff, Pupils, Visitors	Risk mitigated - no shared equipment within provision for vulnerable, EHCP and key worker pupils	3	3	9	<p>All pupils and families coming on site are reminded, prior to returning, to be fully equipped with items of stationary which are not to be lent or borrowed.</p> <p>No shared resources are used in learning spaces to aid teaching.</p> <p>On the occasions where specialist equipment must be used these are only used on an individual basis and equipment is flagged in advance to the cleaning team and items are disinfected before use by another individual. Equipment is stored in a secure, lockable area after use and prior to cleaning.</p>	3	3	9	CRH	05/01/21	

						<p>Staff are reminded of the need to be well equipped with their own stationary.</p> <p>Pupils and staff are reminded to bring devices to school fully charged.</p>						
Adequate staff availability	Staff, Pupils, Visitors	Only Vulnerable / EHCP / Key worker groups in school prior to June 15th 2020	3	3	9	<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <p>Planning to bring staff back in to work will have due regard to the equalities dut</p> <p>All staff who are clinically extremely vulnerable and must shield will work from home</p> <p>Risk assessments are undertaken for staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).</p> <p>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</p>	3	3	9	CRH	05/01/21	

					<p>Full use is made of testing to inform staff deployment.</p> <p>A blended model of home learning and attendance at school is utilised until staffing levels improve.</p>						
<p>The lack of availability of designated First Aiders / DSL</p>	<p>Staff, Pupils, Visitors</p>	<p>Only required Vulnerable / EHCP / Key worker groups in school therefore fully qualified First Aider not required on site following LA guidance.</p>	3	4	12	<p>First Aid certificates extended for three months.</p> <p>First Aider to be on site Monday - Thursday for increased numbers on site</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p>	3	3	9	CRH	05/01/21
<p>Staff workspaces do not allow for Social Distancing guidelines</p>	<p>Staff, Pupils, Visitors</p>	<p>Only Vulnerable / EHCP / Key worker groups in school therefore staff numbers easily allow for social distancing</p>	3	3	9	<p>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</p>	3	3	9	CRH	05/01/21

						Staff have been briefed on the use of these rooms.						
Adequate numbers of qualified staff on site	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <p>Authorisation onto the school site will be by the Headteacher.</p> <p>All staff medical needs to be discussed with the Headteacher prior to them entering the school.</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff to confirm if they wish to go into school when not on the allocated teaching rota and this will be confirmed by the Headteacher.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.-</p>	3	3	9	<p>A questionnaire has been completed by staff and followed up.</p> <p>In Phase One colleagues with Year 10 will be kept in bubbles to avoid cross contamination.</p> <p>For curriculum, availability and priority reasons the bubbles will be made of English, Maths and Science teachers.</p> <p>Remaining colleagues will operate the Vulnerable and other group as previously accepted and delivered.</p> <p>First aid guidance https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov </p>	3	3	9	CRH	05/01/21	

		<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis to ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p>										
Pupil behaviour, not following instructions	Staff, Pupils, Visitors	<p>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently.</p> <p>The movement of pupils around the school is minimised.</p>	3	3	9	<p>Large gatherings are avoided.</p> <p>Break times and lunch times are structured to support social distancing and are closely supervised and in small sub-bubbles.</p> <p>The school’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</p> <p>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</p> <p>Messages to parents reinforce the importance of social distancing.</p> <p>Arrangements for social distancing of younger Piglets school children have been agreed and</p>	3	3	9	CRH	05/01/21	

					<p>staff are clear on expectations. Pupils not to exit on the Piglets side unless in an emergency.</p> <p>Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary.</p>						
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>Staff, Pupils, Visitors</p>	<p>Only required Vulnerable / EHCP / Key worker groups in school</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>In phase 1 students are only in school one day per week and therefore no risk of contamination</p> <p>Students and parents will be made aware that after September 2020, school uniform will be expected to be worn and so they need to build these safe habits on the four occasions their child is in.</p> <p>Policies are agreed prior to the school opening on the wearing of uniform by pupils and business dress by staff to minimise risks.</p> <p>Expectations and guidance are communicated to parents.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>CRH</p>	<p>05/01/21</p>
<p>Poor communication and action from parents</p>	<p>Staff, Pupils, Visitors</p>	<p>Only required Vulnerable / EHCP / Key worker groups in school therefore</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Staff, pupils and parents have received clear communications informing them of current</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>CRH</p>	<p>05/01/21</p>

		communication with parents straightforward				<p>government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p> <p>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</p> <p>This guidance has been explained to staff and pupils as part of the induction process.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders</p>						
Inclement weather	Staff, Pupils, Visitors	<p>All persons to dress appropriately for the weather.</p> <p>Facilities are provided to shelter from the elements.</p> <p>Maintain good hygiene measures at all times.</p>	3	3	9	As per previous phase	3	3	9	CRH	05/01/21	
Poor hygiene			3	3	9		3	3	9			

	<p>Staff, Pupils, Visitors</p>	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Extra supplies of soap, hand sanitiser and paper towels may be required and these should be securely stored.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p>				<p>An audit / monitoring of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</p> <p>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</p> <p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</p> <p>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</p>				CRH	05/01/21	
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		Wash hands before and after using the facilities.										
Lack of awareness	Staff, Pupils, Visitors	Posters will be displayed in the welfare areas and in suitable places around the school.	3	3	9	Increased signage Phase 1 - Communal activities will be learning and testing protocols. Each day a reminder of precautions for all students and staff.	3	3	9	CRH	05/01/21	
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Pupils	There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided.	3	3	9	The procedures currently in place will continue	3	3	9	CRH	05/01/21	

		<p>Training available for staff on Grief, Loss etc</p> <p>Counsellor still available online as is the EP</p> <p>The school has access to trained staff who can deliver bereavement counselling and support.</p> <p>Support is requested from other organisations when necessary.</p>										
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	Staff	<p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff briefings and training have included content on wellbeing.</p> <p>Staff briefings/training on wellbeing are provided.</p> <p>Staff have been signposted to useful websites and resources.</p>	3	3	9	The procedures currently in place will continue	3	3	9	CRH	05/01/21	

		<p>Staff working from home due to self-isolation have regular catch-ups with line managers.</p> <p>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</p> <p>Appropriate work plans have been agreed with support provided where necessary.</p> <p>Staff working from home may help provide remote learning for any pupils who need to stay at home.</p> <p>The school has access to trained staff who can deliver bereavement counselling and support.</p> <p>Support is requested from other organisations when necessary.</p>										
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p>	3	3	9	<p>Cleaning schedule is in place that has all the factors of current procedure but now for phase one has greater regularity and focus on the higher traffic areas.</p> <p>All government guidance is adhered to as part of this .</p>	3	3	9	CRH	05/01/21	

		<p>Hard surfaces to be cleaned prior to disinfecting.</p> <p>A combined detergent disinfectant solution or chlorine-based cleaner is to be used.</p> <p>Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, etc.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners should be used in all bins</p>				<p>Link: Guidelines on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</p> <p>Link: <u>Wash your hands poster</u></p> <p>Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'.</p> <p>Link: Catch it, Kill it, Bin it poster: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>Where toilets have lids, pupils and staff are encouraged to close the lids before flushing.</p> <p>First aiders have access to local handwashing facilities/hand sanitiser.</p> <p>Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others.</p> <p>Increased cleaning of frequently touched surfaces using standard cleaning products.</p>								
Medical rooms are not adequately			3	3	9		3	3	9					05/01/21

equipped or configured to maintain infection control	Staff, Pupils, Visitors	Only required Vulnerable / EHCP / Key worker groups in school				Social distancing provisions are in place for medical rooms. Additional rooms can be designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.				CRH			
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operatives	If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste bags and containers - to be kept closed. Waste collections to be made when the minimum number of persons are on site (i.e. before normal opening hours).	3	3	9	Current practice to continue	3	3	9	CRH	05/01/21		
Contractors			3	3	9		3	3	9				

	<p>Staff, Pupils, Contractors</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising frequently.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be</p>				<p>Current practice to continue</p>				<p>CRH</p>	<p>05/01/21</p>	
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		thoroughly cleaned if identified in the work risk assessment.										
Current fire procedure	Staff, Pupils, Visitors	<p>Fire procedures have been reviewed and revised where required, due to:</p> <p>Reduced numbers of pupils/staff Possible absence of SLT Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. SLT have been trained and briefed appropriately.</p> <p>Plans for fire evacuation drills are in place which are in line with social distancing measures.</p>	3	3	9	Current practice to continue	3	3	9	CRH	05/01/21	

Government & NHS Guidance

Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Guidance on social distancing for everyone in the UK Updated 30 March 2020

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Guidance for education and childcare settings on how to implement social distancing

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

	IMPACT	SCORE	HEALTH & SAFETY EFFECT
Impact Criteria (B)	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

		t /			
		Negligible			

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	D		
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely / Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.