Risk Assessment

Title	**Northwold Primary School -Risk Assessment January 2021**	Reference No.	
Date	**15th December 2020**	Date	2020-12-11
Review Dates	**7.1.21**	Assessor	Jason Cook
Location	**Hackney**	Approver	
Task/Activity	**School Risk Assessment**	Review Date	
Who might be harmed?	Employees (**Emp**) - Members of the Public (**MoP**) - Young Persons (**YP**) - Contractors/Suppliers (**C/S**) - Pregnant Women (**PW**) - Children (**Chi**) **Covid-19** - Clinically Vulnerable Persons (**CVP**) - Clinically Extremely Vulnerable Persons (**ECVP**)		
Number of people at risk.	Staff-43 Pupils -414		

List the Hazards associated with the activity and use the Risk Matrix to evaluate the Control measures, taking into account human factors e.g. personal capabilities etc. If the intial controls are more than LOW you must find additional controls, remove the hazard or re-think the activity.

Item	Hazard Controls	Category of person who may be at risk	Existing Controls	Existing Risk Level L	Existing Risk Level S	Existing Risk Level ER	Controls Yes	Controls No	Additional Control Considerations	Confirmation of Additional Controls Introduce to minimise Risk	Residual Risk L	Residual Risk S	Residual Risk RRL
1	Provision of risk assessment https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	"Employees Contractor Pupils Members of the Public Vulnerability groups"	**Existing risk control arrangements within schools** The school is subject to a programme of auditing the risk control arrangements. Northwold is a 2 form entry school.During the period of school closure from 4th January 21, Nursery and children of vulnerable and key worker will attend school and will be placed in social bubbles of no more that 15 children. Staff Induction, orientation and training makes clear that policies have been updated to align with Covid-19 safety regulations. Updated Risk Assessment, CP and behaviour policies are shared with staff. Staff Induction – orientation and training will be completed with all new staff. There will be an emphasis on wearing masks in communal areas and maintaining 2m distancing at all times while working in school. Staggered staff training to enable key messages/requirements linked to the different areas of responsibilities around the school. For example: • Administrative and premises staff- focus on visitors accessing the building, delivery of stock, dealing with parents queries. • Catering team training will focus on hygiene procedures in the kitchen when preparing food, number of staff allowed due to kitchen capacity and hygiene procedures on entry to the school building. Staff to be reminded of handwashing advice and of correct social distancing (no handshaking, etc). Robust hand and respiratory hygiene in place. Additional staff training where needed on when and how to use PPE (for example- gloves, masks, visors, goggles, aprons) and specific areas to use them is completed. For example- First Aider to wear full PPE, that is apron, visor, mask, gloves when attending to pupils in first aid or isolation room. Staff are aware of the location of the medical room and the additional isolation room (isolation room and isolation toilet are clearly labelled). They are fully aware of the procedures to follow if a child or adult has symptoms of COVID 19. The school ensures active engagement with NHS Test and Trace. Year group letters specific to 'social bubbles' include the below information: Social bubble groups will consist of a maximum 15 children with 1 adult. • Only one parent should accompany their child to school. • Allocated drop off (8:35-8:55) and collection times (3:20-3:40) are implemented. Parents are fully aware of the protocols for drop off and pick up to minimise adult to adult contact (for example, which entrance to use and the one way system to exit the school). Each social bubble is assigned an entry and exit door when entering and leaving the building to minimise social bubbles coming into contact. • Parents are aware that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Toilet arrangement- toileting times are timetabled during the course of the day. However, children will be able to use toilet as and when required. Toilets will be cleaned regularly by cleaners and a log is kept. Children will be made aware of the following: • The **red (hot) symbol** indicates that the toilet needs to be cleaned or sanitised and is out of bounds. • The **green(cold) symbol** indicates that the toilet has been cleaned or sanitised and is ready for use. Children, young people, parents, carers or any visitors, must not enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Adults and children will wash hands thoroughly more often that usual for 20 second or more. Ensure good respiratory hygiene by promoting the 'catch it, bin it and kill it'. Children will watch the 'hygiene and keeping safe' presentation at the start of the day. All day an extra cleaner has been employed to clean toilets and regularly touched surfaces such has door handles, staircase rails. Children and adults are in class bubbles with each bubble assigned to a playground zone, staggered times for lunch and breaktime. Classroom windows	3	3	Medium Risk	Yes		• Updated risk assessment completed before opening on 4th January 21. • All staff must wear a covering while in communal areas in the school. If they are exempt from wearing a face covering a mimium distance of 2m should be maintained at all times when interacting with others. All bubble leaders MUST remain at the front of the class at least 2m distance when giving instructions. Children (vulnerable and key worker) in school will be given a chromebook and headphones to access live lessons daily. Adults with set up chromebooks for younger children prior to their arrival in class. Temperature checks for all visitors to the school. Windows kept open to aid with ventilation in the classrooms. Temperature checks completed for all visitors to the site. All staff complete a COVID test before they return to school. Teachers will work from home to deliver remote learning and support and PPA teachers will work inschool to support key worker and vulnerable children during remote learning sessions. Increase ventilation in classroom - as the weather changes infrom paretns that children should consider wearing extra layers because windows will be kept open in the classrooms.	Continue to review and update risk assessment aligned to government guidance and tier system in the locality. Temperature checks on entry the school site for all visitors Visitors leave contact details or utilise the track and trace app Communication with parents and carers relating to the ventilation of classroom. Enhanced procedures to report symptoms and contact with the LA Public Health Team. Testing provision for all employees on their return following holiday period. Social bubble groups have a maximum of 15 children led by 1 adult. Chromebooks will be clearly labelled with each child's name and sanitised with antibacterial wipes at the end of each day. Letter sent to parents requesting that children wear extra layers.	2	3	Medium Risk
2	Staff availability Extremely Clinically Vulnerable	"Extremely high vulnerability groups Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance "	Extremely Clinically Vulnerable staff risk assessments have been updated in line with PHE Guidance. Staff will continue to shield until 21st February 2021. All staff who are well and are isolating or shielding during lockdown period will teach lessons online or complete their role related tasks from home. They will not come into school to support the vulnerable and key worker bubbles. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Vulnerability risk assessments have been completed for all staff. The information is used to categorise staff into groups in line with government guidelines. The school will be monitoring the well being of staff who are working from home and help them to stay connected to the rest of the workforce. Staff who live with someone who is Clinically Extemely Vulnerable can still attend work. They are advised to maintain a good preventon practice while in school and at home-e.g wear a mask especially in communal areas, regularly washing of hands and maintaining 2m or more distance from others. Redeployment of roles will be completed where necessary to reduce regular contact with others. PPE - visor, gloves and a mask is provided if required.	3	5	High Risk	yes		Vulnerability risk assessments to be completed for all staff. Identification of minimal permissible staffing levels to support extended opening of the school. Extremely clinically vulnerable staff will will work from home if they are well to do so. Individual risk assessments will be update based on governement shielding guidelines.	Continued review of individual risk assessments aligned to the local and national guidance involving those extremely clinically vulnerable. Review of individuals risk assessment for those who indicate any changes to their conditions.	2	5	Medium Risk
3	Staff availability Clinically vulnerable	"Very High and High vulnerability groups BAME"	Full use will be made of clinically vulnerable staff who are self-isolating or shielding and are well enough to teach lessons online. Flexible and responsive use of teaching assistants to supervise classes is in place. The health status and availability of clinically vlunerable staff is known and is regularly updated so that deployment can be planned. Staff to be reminded of handwashing advice and of correct social distancing (maintain a distance of 2m from others at all times, no handshaking, wear a mask in all communal areas, adhere to room capacity restriction etc). Robust hand and respiratory hygiene in place. PPE is provided for all Clinically vulnerable staff who are attending school to support Nursery, key worker and vulnerable children. Redeployment is completed where necessary to reduce the regular contact with others.	3	4	High Risk	yes		Full use is made of testing to inform staff deployment. Identification of minimal permissible staffing levels to support extended opening of the school The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Prioritisation of vulnerable groups for self-isolation and working from home planning Vulnerability risk assessments to be completed for all staff. Clinically vulnerable staff work from home where possible.	Continued review of individual risk assessments aligned to the local and national guidance involving those Clinically vulnerable. Review of individuals risk assessment for those who identify any changes to their conditions.	2	4	Medium Risk
4	Social distancing within school Circulation areas	"Employees Contractor Pupils Members of the Public Vulnerability groups"	Staff • To remain in social bubble at all times. • Only 6 members of staff at any given time should be in the staffroom. • Only 4 members of staff at any given time will be allowed in the main office- 2 in the front office and 2 in the middle office. • Only 2 members of staff allowed in the PPA room. • 2m distance must be maintained at all times in the kitchen. • All staff adhere to social distancing (at least 2m) at all times. • PPA teachers should remain 2m distance at the front of the classrooms during the teaching and learning process. Following signage around the school: Following signage displayed at the school: On entry to the school gate. • In the drop off and pick up zone • Inside the building along staircases,in corridors and outside toilets. Pupils • Playground marked for social bubble line up spots • Demarcated zones for different social bubbles • Follow signs around the school both inside and outside of the building. • Social stories shared with ASD pupils to help them understand social distancing • Daily videos/ppt reminding children of 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. Staff are encouraged to follow hygiene procedure at all times. Timetable in place for each year social bubble- staggered lunch and break times and entrance and exit doors. Staff briefings will take place virtually or in a large open space with reduced staffing to promote social distancing measures. Each day windows will be open to aid ventilation. Corridors have a one way system to prevent any face to face contact. Shared staff spaces such as the PPA room and staff room have a maximum capacity of staff that should be in each room at any given time. Use of the staff room will be timetabled according to the staggering of the school day resulting in less mixing of staff across bubbles within a shared space.	2	3	Medium Risk	yes		• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified in the oneway exit route in the playground and managed accordingly • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance • Appropriate duty rota and levels of supervision are in place during lunch and playtimes • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Revised guidance briefed to all staff prior to reopening and includes: ○ Infection control	Circulation plans revised regularly to match the need/ any factors identified (indoors and outdoors). Staff restriction with the number of staff that are allowed in the PPA and staff room at any given time. Virtual meetings and assemblies are taking place. Face coverings must be worn in communal areas in the school. Monitoring to review adherence to procedures.	2	3	Medium Risk

5	Social distancing within school Classrooms	"Employees Contractor Pupils Members of the Public Vulnerability groups"	The school is marked internally with demarcations and flow directions. This enables social distancing while moving around the school. Classrooms that are being used will have of a maximum of 15 children- key worker and vulnerable in each socail bubble. Children wash their hands before entering their classrooms. Social bubbles will remain in their own classroom spaces. Resources that are shared will be cleaned frequently and meticulously with Blue Ocean High Care Cleaner Sanitiser or Milton sterilising tablets following use by a class. These items will remain unused in the 'hot' room for a period of 48 hours (72 hours for plastics) between use by different classes. An agreed number of approximately 230 pupils can attend the premises on any given day to enable compliance with social distancing rules and room sizes. Agreed timetable and arrangements confirmed for each group to ensure that social distancing measures are followed. Arrangements are in place to support pupils when not at school.They will complete remote learning at home via Google Classroom The school has made adaptations to the classroom to support distancing where possible e.g. forward facing desk- see appendices 3a Minimise contact between individuals and maintain social distancing wherever possible. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate.	3	3	Medium Risk	yes		• Classroom size and numbers reviewed. • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Clear signage displayed in classrooms promoting social distancing. • Revised guidance briefed to all staff prior to reopening and includes: ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management • Use of outdoor spaces for teaching • Ventilation of indoor spaces • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. • Appropriate signage in place	Enhanced ventilation within all rooms. Workstations a minimum of 2m from the front of the classroom (class teacher space). Adults working in bubbles where possible wear masks and continue to maintain social distancing. Enhance use of outdoor spaces for learning. All measures in control considerations have been implemented.	2	3	Medium Risk														
6	Social distancing within school Break/lunch times	Employees Contractor Pupils Members of the Public Vulnerability groups"	Agreed new timetable and arrangements confirmed for each year group. Staggered break and lunch times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Social bubbles (each class) are assigned to a specific zone in the playground. Keep left' rules for circulation routes. Signage will be on staircases to reinforce distancing rules. One way corridor system in place to reduce face to face contact. The school will keep children in their social bubble groups at all times. The school will encourage adults to avoid face to face contact and minimise time spent within 2 metre of anyone where possible. Those who work with children with complex needs or who need close contact care will provide educational and care support as normal. Where staff or children cannot maintain distancing, the school will attempt to reduce risk by keeping pupils in smaller, social bubbles. The school will keep large groups apart, meaning that assemblies and whole school events will be held virtually for all children and staff. Timetabling will ensure that curriculum coverage is maintained however groups will be kept apart and movement around the school site kept to a minimum where possible. The school will ensure pupils remain in their classrooms whilst eating their lunch. Staff will receive a break of a reasonable length during the day. Further measures implemented include: Social bubbles inside and outside, splitting the Nursery room into two separate group rooms, EYFS having individual toilet blocks for each social bubble. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings.	3	3	Medium Risk	yes		• Break/lunch times are staggered • The entrances and exits to be used by each bubble is outlined. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • Floor markings are visible where it is necessary to manage any queuing. • Ventilation of indoor spaces- windows remain open at all times. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. • • Appropriate signage in place https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings	Playground zones assigned to class bubbles Monitoring of adherence of procedures for one way travel throughout the building inside and outside. Maintaining distancing for those covering absences . All measures in additional controls are inplace.	2	3	Medium Risk														
7	Social distancing during peak times, ie start and finish of day	Employees Contractor Pupils Members of the Public Vulnerability groups"	All parents are aware of procedures to follow at the start and end of day. A soft start approach was implemented to reduce overcrowding at the gate during drop off and collection times Risk Assessment published on website with all relevant information. Year group letters specific to 'social bubbles' sent out. Letters include the below information: A letter was sent out to social bubble parents with information on soft start times (8:35-8:55) and dismissal time (3:20-3:40), gate of entry and exit for each bubble and social bubbles staggered break and lunch time. • Only one parent should accompany their child to school. • Allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, one way system for entering and exiting the school). • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). **See Appendices for Gate signage** Parents and young people will be made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.	2	3	Medium Risk	yes		• Start and departure times are staggered • The number of entrances and exits to be used is maximised • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing.	Soft start procedures for entry to the school. One way systems for end of day collection to reduce congestion in the playground and outside of the school. Staff managing access at the gate to reduce congestion Parents recommended to wear masks while entering the site to collect their children.	2	3	Medium Risk														
8	First aid provision	Employees Contractor Pupils Members of the Public Vulnerability groups"	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". Whilst children are in school, a pediatric first aider will always be on site. First aid room will remain in the main school office for all accidents and injuries unrelated to COVID 19 symptoms. Temperature checks will be taken prior to entering the first aid room. All pupils should be accompanied to and from the First Aid room in the main school office by a member of staff from the social bubble to prevent mixing of social bubbles. PPE must be worn by the member of staff in the office when administering first aid. PPE must be worn by staff caring for a child displaying symptoms while they await collection. When a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs) staff MUST ensure that full PPE is worn. PPE (KN95 face masks, disposable aprons and GD09 disposable gloves) will also be worn in the following cases: If a child, young person or other learner becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, this child will be guided to the isolation room. The Isolation Room location, which is separate from the usual first aid room will be used to hold pupils who become unwell with symptoms of COVID 19 until collected from school. If they need to go to the bathroom while waiting to be collected, they must go to the disabled toilet (Isolation room toilet) on the ground floor. Both rooms will be cleaned and disinfected after use, using standard cleaning products ('hot' sign used prior to cleaning, 'cold' when ready for use). Clear guidance is provided to parents and carers to ensure they do not bring their child/ren to school if they are showing symptoms. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. The school will ensure that all staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. The school will inform staff members and parents/carers that they will need to be ready and willing to: • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. 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. All staff members should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. Affected areas will be cleaned with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. Where staff are cleaning an area with potential contamination from an individual with suspected Covid-19, disposable aprons, GD09 disposable gloves, splash guard face shields. Where there is visible contamination from body fluids, KN95 disposable face masks should be worn. In the case of an outbreak in the school, contact will be made to the local health protection team. Follow advice from the health protection team based on their rapid risk assessment. Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.	2	3	Medium Risk	Y		• Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times • Provision of fluid resistant surgical face masks, where 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 and social distance of 2 metres cannot be maintained • Gloves should be provided as part of the basic first aid kit. Training in the use of PPE used in the course of duties • St John Ambulance advice for First Aiders	Trained first aiders are always on site. Appropriate PPE is available to all first aiders. All staff are fully aware of the procedures to follow if an adult or child becomes unwell with COVID 19 symptoms.	0	0															

9	Attendance	Employees Contractor Pupils Members of the Public Vulnerability groups"	Staff and pupils are advised not attend school if they have any COVID 19 symptoms. School attendance is mandatory as of September 2020 . This means the usual rules on school attendance will apply, including: parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools are responsible for recording attendance and follow up absence; issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct Families should notify the school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. Welfare calls made to pupils absent from school by senior leaders and teachers. The school will continue to inform social workers where children with a social worker do not attend. This register and reasons for absence will be held and monitored by the SENDco and attendance team. First response calls made to children absent - attendance policy followed. Attendance register of remote learning attendance will be completed by teachers during school closure. Registers will be kept in school for vulnerable and key worker children. Contact will be made with children who do not attend school or remote lessons.	2	3	Medium Risk	yes	Identification of minimal permissible staffing levels to support extended opening of the school for vulnerabe and keyworker children. Register kept by class teacher to record attendance to remote learning sessions. DfE daily attendance return will be completed by a member of the SLT.	Self-isolation period reduced to 10 days for close contact following updated government guidance. Online learning provided for those in self-isolation via google classroom. Remote learning provided to all children who are not attending school during second school closer. Key worker and vulnerable children will access remote learning in school with the support of TAs and PPA teachers.	2	3	Medium Risk														
10	Preparation and serving of Food	Employees Contractor Pupils Members of the Public Vulnerability groups"	A mixture of hot and cold packed lunch will be provided to children who are attending school. Children will have their packed lunch in their classroom. The school kitchen staff form a bubble within school. They will minimise contact with other adults and children in school. All staff in the kitchen are subject to the school's hygiene regimes - regular handwashing and social distancing, not attending the site if they have symptoms of coronavirus. Surfaces in the kitchen cleaned regularly with disinfectant and detergent. Social distancing of staff members with measures such as minimising the number of staff on site - aligned to the food requirements.Packed lunches will be delivered to classrooms with all the necessary individually wrapped utensils. Midday meal supervisors will distribute lunch to pupils. Children will wash their hands before and after eating their lunch.	2	3	Medium Risk	y	Staff will wear a mask at all times and will be assigned a work station while preparing meals. No more than 5 staff should be in the kitchen at any given time.	Review of risk assessments for school kitchens in the preparation of cold/hot food which satisfies stringent safety measures and is monitored regularly.	2	3	Medium Risk														
11	Hygiene Control & Cleaning	Employees Contractor Pupils Members of the Public Vulnerability groups"	Ensure that all staff and children frequently, wash their hands with soap and water for 20 seconds and dry thoroughly. Visual sequence cards related to hand washing will be displayed in toilets. Toilet routines will be built into the timetable and will take place regularly at designated times. This will be supervised by adults and there will be floor markings 2 m apart to ensure social distancing whilst the children line up. Children/staff will wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing. Ad hoc use of toilets will be permitted. This will be monitored closely to reduce the risk of infection. Regular cleaning of toilets will be completed during the day. **Hot-red symbol (means cannot be used)** and **Cold symbol (means ready for use)** will be used to indicate when toilets can and cannot be used. Cleaners will monitor toilets and clean as and when necessary outside of scheduled cleaning times. 2. Children/staff will be discouraged from touching their mouth, eyes and nose. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach; use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 4. There will be a ppt presentation in each social bubble outlining hygiene routines. 5. Toilet cleaning logs will be kept and monitored for all toilets. 6. All equipment/ resources used in the Nursery and Reception classes will be sanitised /disinfected after use. Toys /resources will be placed in a basket and sterilised. Cleansing station will be set up in each classroom. This will be in a designated area. Toilet blocks are cleaned every 1.5 hours or more frequently where required. . The whole school is deep cleaned before pupils and staff return. This will include the sanitising of every surface which will be wiped with strong veridical disinfectant where possible and where freely accessible then the areas will be fogged by releasing a very fine mist of +/ - 5 - micron particles of disinfectant for a fine layer to settle throughout in all the high and low levels.Deep cleaning will be completed every 2 weeks. Cleaning staff will be provided with the risk assessment outlining the cleaning regime required and the zones to be cleaned defined for each individual. Daily cleaning regime is in place.	2	3	Medium Risk	Y	• Enhanced cleaning regime in place, particularly for frequently touched surfaces (door handles, doors, touch-based security devices such as keypads etc.) Pupils only use their own resources and do not share. • Follow DfE Guidance implementing protective measures in education and childcare settings • Regular hand washing for staff and pupils for at least 20 seconds practised • Availability of soap and warm water • Hand sanitisers provided where required • Tissues and lidded bins available • Planned approach to the provision of hand washing/hand sanitiser, with adoption of this part not completed - availability of soap and hand washing to all staff and pupils across premises (within classrooms) - Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers - Review of arrangements for waste disposal - tissues etc with classroom settings - Sufficient supplies of tissues, hand wash and saniliser	The school is deep cleaned every 2 weeks. Extra daily cleaner cleans regularly touched surfaces during the day. Children fully aware of the hygiene routes.Wipe down boxes placed in each clasroom with cleaning resourcs to maintain hygiene.	3	3	Medium Risk														
12	School premises	Employees Contractor Pupils Members of the Public Vulnerability groups	The school will inform suppliers/contractors that they cannot enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Cleaners • Deliveries • Contractors Where contractors may be visiting school premises, such operations will be assessed in advance by the Headteacher or a member of the Senior Management Team to determine whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated for such operations. Caretaker to wear PPE, gloves during maintenance visits. Caretaker to wear – KN95 face mask, disposable aprons, gD09 disposable gloves, splash guard face shields when carrying out cleaning or disposal of items in areas where suspected COVID 19 has been identified (i.e. where pupils or staff who have demonstrated symptoms have been) Adhere to social distancing (at least 2m) where possible and one way system. All routine maintenance visits and statutory inspections should continue as far as practically possible, wherever this can be achieved, whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed. Asbestos register to be updated and integral to weekly conversation with caretaker. Operatives to wear gloves and be aware of social distancing (at least 2m). Premises + Following room by room assessment and set up the total school capacity was assessed to be approximately 230 pupils. • See floor plans in for 1st,2nd,3rd floor in (Appendix A). • See example of classroom set up in (Appendix B) Below is an outline of classroom capacity in line with 2 meter guidelines: • 1 out 18 can accommodate 5 pupils • 2 out of 18 classrooms can accommodate 8 pupils. • 9 out of 18 classrooms can accommodate 15 • 6 out of 18 can accommodate 12 pupils.	2	3	Medium Risk	y	Room by room assessment completed to check maximum capacity-230 pupils with staff available to come into school if full reopening is required. Classrooms arranged with forward facing desks and one child is assigned to each desk	Temperature taken before any visitor enters the building. Review of policies and practices to ensure adherence. Classroom arrange with forward facing desks and charis and each child has their own work station.	2	3	Medium Risk														
13	Transport	Employees Vulnerability groups	Coronavirus (COVID-19): safer travel guidance for passengers. Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car. - Discourage car sharing with other families If staff and pupils have no alternative but to use public transport to travel to school - they should: - As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops/stations - Wait for people to get off before you board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Allocate designated spaces for staff to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so.	2	3	Medium Risk	y	School should advise all students, parents and staff of the guidance available via the link in the existing controls column. An allocated area is available if members of staff who travel on public transportation would like to change once they arrive in school.	The school notes the mode of transportation and travel for all students and staff who test positive for COVID. The school categorises who walks, takes public transport and drives to school so that positive cases can be reported accurately and that risk to these groups can be assessed.	0	0															

1. Are all the necessary controls in place?
2. Have any other Hazards been introduced into the work area?
3. Do you have all the PPE identified in the risk assessment?

Risk Matrix - Likelihood x Severity = Risk Rating

	Severity/Consequence				
	1Negligible	2Minor	3Moderate	4Major	5Significant
5Almost Certain	5Medium Risk	10Medium Risk	15High Risk	20Critical	25Critical

Likelihood	**4Very Likely**	4Low Risk	8Medium Risk	12High Risk	16High Risk	20Critical
	3Likely	3Low Risk	6Medium Risk	9Medium Risk*	12High Risk	15High Risk
	2Unlikely	2Low Risk	4Low Risk	6Medium Risk	8Medium Risk	10Medium Risk
	1Very Unlikely	1Low Risk	2Low Risk	3Low Risk	4Low Risk	5Medium Risk

Cell: B14
Comment: ======
ID#AAAAK9QSq3E
(2020-12-15 10:33:32)
When copying text from another source , paste it directly into the formula bar above the column headings

Cell: T14
Comment: ======
ID#AAAAK9QSq3A
(2020-12-15 10:33:32)
When copying text from another source , paste it directly into the formula bar above the column headings

Cell: U14
Comment: ======
ID#AAAAK9QSq3I
(2020-12-15 10:33:32)
When copying text from another source , paste it directly into the formula bar (fix) above the column headings

Cell: AC14
Comment: ======
ID#AAAAK9QSq3M
(2020-12-15 10:33:32)
If the L&S columns are greyed out enter the numbers used in the Existing Risk Level L&S columns

Cell: A26
Comment: ======
ID#AAAAK9QSq3Q
(2020-12-15 10:33:32)
If you need to add other rows below you will need to copy this row and paste below
This is the only way that you can move the formatting