


St Mary's CE Academy, Stotfold RISK ASSESSMENT	Coronavirus – Whole School Opening to all year groups		
Assessment completed by: Sherryl Cousins – H&S Consultant Keeley Etere / Senior Leadership Team	Date Completed:	6th September 2020	
	Next Review Date Due:	As required	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling the risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to illness resulting in time off work or away from school (loss of education). Death. Illness or spread of infection in wider community.	<ul style="list-style-type: none"> • All staff/pupils when not in school to follow Government guidelines and Stay Alert. (St Mary's has no control over this) • St Mary's to follow Public Health and DfE Guidance for Schools on Coronavirus, checking daily for updates on new practice. • SLT to discuss daily situation at school and what is happening nationally. • SLT to review all activities to consider and manage risk of Coronavirus. • SLT to develop/update the school Flu Plan for being partially open, for dealing with a second wave or for loss of critical staff e.g. Head / SBM / SENDCo / Site Agent. • Contingency planning in place for out breaks, remote education plans for individuals and groups self-isolating. • Contingency plan for local lock down in place. • Continue to display "catch it, bin it kill it" and Government Coronavirus posters in public entrance ways, toilets and staff notice boards. • Provide tissues/hand gel where possible for classrooms. • Ensure robust daily cleaning of high contact surfaces throughout the day. • Obtain advice where required from H&S consultant, NHS 111/119 and DfE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk • Time built into the day for teachers/support staff to monitor/manage pupils to maintain social distancing between bubbles, handwashing. • COVID 19 is RIDDOR reportable and should be reviewed if member of staff dies. • Consultation with Unions and communication with non-union staff on risk assessment and its control measures. • St Mary's has in place a local lockdown plan – remote learning for individual's isolating, bubbles and the whole school. • St Mary's open and remains open on the ability to maintain COVID-19 prevention and control measures within the school's setting. • SLT to review staffing availability with changes in shielding from 1st August and create 'group bubbles' following DfE guidance (Can be in year classes and/or year groups). • Adequate class spaces to teach groups – there is no social distancing required between students in bubbles. Create space between students and teacher. • Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). 	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling the risks continued			<ul style="list-style-type: none"> • Limit visitors/contractors to school. • Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. • Daily classroom checklists and monitoring of controls from risk assessment are in place. • System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. • Review staffing holidays planned and if 14-day isolation on return will impact on their attendance and school delivery. • Parent and staff handbooks/guides/agreements in place and good communication with staff and parents prior to opening. 		
Vulnerable staff (including pregnant workers)	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> • Review workforce to identify staff in extremely clinically vulnerable category as per guidance. Shielding for this group will be paused from 1st August 2020 and they should be able to return to work if COVID secure – but can carry on working from home if they can. • Review workforce to identify staff in clinically vulnerable category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the 'clinically vulnerable' category). Shielding for this group paused from 1st August 2020 therefore able to return to work if COVID secure. Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this guidance. • If clinically vulnerable staff are in school a separate risk assessment should be completed for each individual. • Pregnant staff to review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks' gestation or with underlying health conditions who may be at greater risk. Employers and pregnant women should follow this advice and continue to monitor for future updates. 	Y	Y
Living with a shielded or clinically vulnerable person Staff or pupil	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> • If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. • If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19 guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, from 01.08.20 they can attend school. 	Y	Y

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Pupils who are shielding or self-isolating	Pupils	Contracting Coronavirus resulting in serious illness or death	<ul style="list-style-type: none"> From 01.08.20 shielding will be paused and pupils in this category can return to school. Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) Pupils no longer required to shield but who generally remain under the care of a specialist health professional – review and update their care plans before returning to school (usually at their next planned clinical appointment). Following guidance from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' for children and young people. 	Y	Y
Lack of social distancing in school	Staff, pupils and family members	Virus is spread in minute water droplets expelled from the body through sneezing, coughing, talking and breathing. It can be transferred from the hands to surfaces. It can survive on surfaces for a period after transfer (depending on surface type, its moisture content and temperature). It can cause illness and/or death	<ul style="list-style-type: none"> School to follow latest Government advice to minimise contact between individuals and maintain social distancing. Older children between pupils and staff and between bubbles. Display signage to remind people to socially distance. <p>Travel to and from school</p> <ul style="list-style-type: none"> Parents and pupils informed and encouraged not to use public transport. Parents/pupils encouraged to walk/cycle to school. Planned staggered arrival/leaving times for different groups of children. Each group of pupils is allocated a time of arrival and collection and this is communicated to parents and they line up in their specified area of playground. Groups access classrooms straight from outside rather than coming through an entrance and corridor where possible. Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. (Use a map of the school site to mark out areas where parents and pupils are to stand). Only one parent/carer per child to arrive and collect children. No parent/carer standing at the gate (creating a bottle neck) No parent to come into classroom. Bikes/scooters stored safely apart not dropped on floor (pupils only use their own scooter/bike) <p>Social and break times</p> <ul style="list-style-type: none"> Stagger breaks and lunch to keep groups separate. Pupils to wash hands thoroughly before going out for and after break/lunch. Zone the playground with markers to maintain separation. Balls and equipment can be used if kept within bubble or cleaned thoroughly between bubble use. 	Y	Y

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Lack of social distancing in school continued	Staff, pupils and family members	Virus is spread in minute water droplets expelled from the body through sneezing, coughing, talking and breathing. It can be transferred from the hands to surfaces. It can survive on surfaces for a period after transfer (depending on surface type, its moisture content and temperature). It can cause illness and/or death	<p>In the Dining Hall</p> <ul style="list-style-type: none"> • Groups are brought to the dining hall at staggered times and areas are cleaned thoroughly between groups. • Pupils to sit with their own group and not mix with other groups or groups to sit and eat within their classroom. • Kitchen staff/pupils to clear away own plates and cutlery dependent on age. • Staff working in dining hall to wash hands frequently and maintain social distancing from pupils where possible. • Staff supervising to stand 2 metres away from pupils and other staff where possible. • Staff can support children in cutting food / opening food packets, from a position behind the child. • Consider using additional serving spaces for food to prevent pinch points e.g. food carts. <p>Classroom</p> <ul style="list-style-type: none"> • Wash / sanitise hands on entry to classrooms. • Classrooms to be set up so all children face the front in lines (Yr 2 upwards). No face to face working. • No sharing of resources between groups unless thoroughly cleaned with diluted bleach solution or left for 72 hours between use • Remove/store unnecessary furniture to create more space for social distancing. • Class sizes can be back to normal where excess furniture is removed allowing for 2m between teacher and pupils where possible. • Consider removing excess furniture off site so all classrooms can be utilised. • Preplanning lessons so not physically sitting together e.g. moderating group work. • Where possible hold lessons outside within the school grounds in their "groups" maintaining social distancing. • Provide talks to children on "social distancing" from the teacher and other bubbles. • Where possible keep a window open for ventilation. • Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety). • Pupils to remain within their bubbles as much as possible. <p>Nursery/Reception</p> <ul style="list-style-type: none"> • Suitable outside space available for their age group • Toys and resources are not shared between "groups" unless thoroughly cleaned using diluted bleach or Milton solution. • Sandpit if not shared between groups can be used. 		

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Lack of social distancing in school continued	Staff, pupils and family members	Virus is spread in minute water droplets expelled from the body through sneezing, coughing, talking and breathing. It can be transferred from the hands to surfaces. It can survive on surfaces for a period after transfer (depending on surface type, its moisture content and temperature). It can cause illness and/or death	<p>General</p> <ul style="list-style-type: none"> • Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded. • Induction provided to supply staff on arrangements for managing the risk of Covid19. • School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc. • Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. • Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping groups separate. This includes monitoring corridors and toilets at break times and lunch. • Consider keeping any marking on floors in corridors showing 2m gaps (brief transitional contact such as passing in corridor is low risk as per government guidance between groups).. • Display laminated posters around the school (classrooms and corridors). • Review corridors and staircases and consider one way systems – where implemented look to maintain. • Display signage for any one way system implemented. • In corridors fitted with automatic fire door release keep doors pinned back. • Staffroom to maintain social distancing. • Provide other spaces for staff to have lunch social distancing if necessary (this may be an office or in their classroom, library). <p>Offices and meeting rooms –</p> <ul style="list-style-type: none"> • Accommodating staff in offices and maintaining social distancing (marking desks where staff can sit). Some may have to still work from home if social distancing cannot be managed or on a rota. <p>School Reception</p> <ul style="list-style-type: none"> • Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand. • Parents encouraged to phone or email rather than come to the reception office. • Parents encouraged to pay electronically (Plus Pay / BACS) rather than cash which should be placed in an envelope if necessary. • Implementing “drop zones” for passing materials between people including deliveries. • Drivers must also have access to handwashing facilities or sanitiser. 	Y	Y

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Access to curriculum such as PE	Pupils	Illness Death	<ul style="list-style-type: none"> The timetable will be adapted to take into account additional time for handwashing. Pupils will be asked to wash their hands after physical activity. Review Curriculum RAs and include COVID-19 as a hazard. Refer to specialist guidance from CLEAPSS, Association of PE.ICT – mark out PC's that can be used. These should be cleaned using wipes after use (between groups) Laptops/iPads – these should be cleaned before use and between each "group use" using wipes. <p>PE and Sports</p> <ul style="list-style-type: none"> Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils - paying attention to cleaning/hygiene. If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment will be cleaned more frequently. Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	Y	Y
Access to curriculum such as Music	Staff Pupils Families of staff and pupils	Illness Death	<ul style="list-style-type: none"> Social distancing between pupils required for music, dance and drama. Refer to DCMS guidance. Using back-to-back/side-to-side positioning (rather than face-to-face) where possible. Playing outdoors wherever possible. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. Singing should not take place in larger groups such as choirs, or assemblies unless significant space, natural airflow (at least 10l per second per person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. In smaller groups, schools should observe strict social distancing between each singer. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Microphones - Use microphones where possible or encourage singing quietly. 	Y	Y

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			Handling equipment and instruments <ul style="list-style-type: none"> Regular handwashing. Avoid sharing equipment unless disinfected (includes packing cases, handles, props, chairs, microphones, headphones and music stands). Students should clean any instruments they are playing on. Curriculum risk assessment should be in place for all lessons. 1:1 music lessons to continue remotely or held in a large space where the teacher can be socially distanced. 		
First aid and medication	Staff Pupils Families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> Provide appropriate PPE for first aiders (mask/disposable gloves/disposable apron). Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Sufficient first aiders on site (reviewed each day and considered with staff rota). Early years only – at least one person on site with paediatric first aid. Where no first aider present, SLT member on site to be the named appointed person. Ensure those pupils in school have up to date medication/allergy information onsite. Systems in place for checking any menu/ingredient changes (due to food shortages) against pupils with allergens. First aider/those administering medicine to maintain social distancing where possible. 	Y	Y
Pupil or staff comes into school when they feel unwell or have had symptoms or tested positive in the last 10 days	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> Communication sent to all staff informing them they should self-isolate at home if they are displaying any symptoms. This is also included in parents' guide /agreement. School to refer staff for COVID19 Testing – SLT can email: elft.keyworkertests-bl@nhs.net School to refer pupils/families for COVID19 Testing online below or call NHS 119: https://www.gov.uk/get-coronavirus-test or https://www.nhs.uk/conditions/coronavirus-covid-19 Communication with parents/carers for example in parental guide/agreement informing them of the measures that if their child displays the following symptoms, they should self-isolate for 10 days (14 days for a household): <i>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</i> <i>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</i> <i>Loss or change of sense of smell or taste</i> This information is displayed on school website and in letter to parents. School to provide home testing kit (if available) and within specific guidelines The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. If a Pupil or member of staff tests positive whilst not experiencing symptoms but develop the symptoms during the isolation period they should restart the 10 day isolation period from the day they develop symptoms. 	Y	Y

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Pupil or staff starts to show symptoms when in school and this could be passed onto to others in close proximity.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education) Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Guidance for Schools on Coronavirus. • School to confirm contact details of Local Public Health Protection Team. • If a Pupil displays the recognised symptoms, they should self-isolate for 7 days if they have a high temperature, a new continuous cough or loss of sense of taste/smell. • All members of their households (including siblings) should self-isolate for 14 days and this will help to protect others in the community while they are infectious. • Member of staff dealing with ill pupil/staff should wear PPE (mask/gloves/apron) • Provide a dedicated room for them to wait to be collected which is at least 2m away from other people - somewhere where they can be isolated behind a shut door, such as a staff office or meeting room. • If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces, objects and be advised to cover their mouth/nose with a disposable tissue when they cough/sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. • If they need the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. • Make sure that children know to tell a member of staff if they feel unwell. • Call 999 if they are seriously ill or their life is at risk. • Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste. • Clean down area where pupil has been (including bathroom) following guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. <u>Wash hands for 20 secs thoroughly with soap/water or hand sanitise if any contact with someone unwell</u> • The school may close/bubbles close if there has been 2 confirmed cases in 14 days and advised to close by Local <u>Public Health Protection Team</u>. • If a staff member displays any symptoms, they should self-isolate for 10 days if they live alone or self-isolate for 10 days if they live within a household (other household members should self-isolate for 14 days from the first show of initial person's symptoms) • Pupils and their families are eligible for testing. Pupils over 5 can access via NHS online or 119 and under 5 through 111 or 119 helpline. • School to refer staff for COVID19 Testing SLT can email: elft.keyworkertests-bl@nhs.net • School to provide home testing kit (if available) and within specific guidelines • Schools should ask parents and staff to inform them immediately of the results of a test 	Y	Y

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			<p>and follow government guidance following result.</p> <ul style="list-style-type: none"> • School, if asked, to provide details of anyone they have been in contact with if tested positive to Track and Trace. 		
Staff/pupils concerns about risk of Covid 19 and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> • Pupils self-isolating will not be penalised for non-attendance. • Obtain advice from NHS 111/119 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools. • Review business continuity plan if staff numbers become low. • Staff individual risk assessment completed for staff concerned about risk to support them into work. 	Y	Y
Parent/staff refusing to get tested or provide test result	Staff, pupils, families	Unknown prevalence of the virus	<ul style="list-style-type: none"> • Staff only – Obtain advice from HR. • In parents and staff guide there is clear information that they must inform the school immediately of the test results. • If test negative then member of staff and pupil can stop isolating and return to school. 	Y	Y
Positive identified case/s of Coronavirus of a member of staff or pupil at school	Staff, pupils, visitors, contractors	Illness resulting in time off work /school (loss of education) Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE <u>Guidance for Schools on Coronavirus</u>. • <u>Clear school protocol and system in place for tracking and tracing pupils being unwell, who have gone for a test and result.</u> • <u>If positive school to contact Local Health Protection Team</u> • Follow all advice from Public Health England / Local Health Protection Team. • The rest of the class, group should be sent home and advised to self-isolate for 14 days. <ul style="list-style-type: none"> - <i>direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> - <i>proximity contacts – extended close contact (within 1 - 2m for more than 15 minutes) with an infected individual</i> - <i>travelling in a small vehicle, like a car, with an infected person</i> • Staff are eligible for testing and should remain at home until results are received. • Pupils and their families are eligible for testing. Pupils over 5 can access via NHS online or 119 and under 5 through 111/119 helpline. • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. • Household members of those sent home do not need to self-isolate themselves unless the child or staff member that is self-isolating develops symptoms themselves. <p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <ul style="list-style-type: none"> • Where 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice. 	Y	Y

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Parents refusing to keep pupils off school when requested to self-isolate.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness	<ul style="list-style-type: none"> • Before starting back in September "parental agreement" in place that sets out the requirement for self-isolation and participation in testing and track and trace. • Obtain advice from NHS 111/119 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools • Call DFE Helpline 0800 046 8687 or email Dfe.coronavirushelpline@education.gov.uk 	Y	Y
Staff refusing to participate with testing or Track and Trace	Staff, pupils	Spread of virus around school resulting in illness/death	<ul style="list-style-type: none"> • In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. • School to seek advice from HR if they refuse to participate. 	Y	Y
Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> • Follow Government advice on EHCP pupils. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people • Those with an EHC plan should be risk-assessed. https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance • Share risk assessment with staff working with pupil with EHCP. 	Y	Y
Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading to lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<p>Training</p> <p>Staff 'virtual' Induction back to school</p> <ul style="list-style-type: none"> ➤ Inform them of ALL the control measures identified by risk assessment. ➤ What they need to do to keep themselves and their group of pupils safe at school. ➤ Spotting signs/symptoms for Covid19 for themselves and students. ➤ Local COVID19 testing station and access to home testing kits as Essential workers. ➤ First aid arrangements. ➤ Fire evacuation procedure. ➤ All staff training to be delivered virtually. <p>Training for pupils</p> <ul style="list-style-type: none"> • Provide lessons on handwashing for example ebug and this video https://youtu.be/x3v521MTijo Promoting good respiratory hygiene "catch it bin it kill it" • Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing. 	Y	Y
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> • All alcohol-based gels are in an area which are supervised or monitored by staff. • Pupils to be supervised when using alcohol gels. 	Y	Y
Location of gels at a pupil's eye height	Pupils	Irritation/ damage to eyes	<ul style="list-style-type: none"> • All pumps are at a position that is not in line with pupils head. • Site Agent to check daily – supplies and refills. Consider a daily checklist. 	Y	Y

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<p>Stress and mental health</p> <p>Parents and pupils anxious</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress/anxiety leading to loss of sleep and changes in behaviour, resulting in time off work/school</p> <p>Increase in absenteeism / Presenteeism</p>	<ul style="list-style-type: none"> • Clear communication to parents on returning to school and how this will be managed. • Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff. • Additional pastoral support provided. • Use of professional resources to share experiences of lockdown with children for example https://www.weforum.org/agenda/2020/05/11-may-who-briefing/ • Monitor staff workload between classroom delivery and setting work for pupils at home. • Regular updates to parents on safety measures in place 	Y	Y
<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</p> <p>Social isolation leading to mental health problems</p>	<p>Staff</p> <p>Pupils</p> <p>Families of staff and pupils</p>	<p>Incorrect/poor work station set up leading to Musculoskeletal conditions</p> <p>Mental Health</p>	<p>Pupils</p> <ul style="list-style-type: none"> • There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to good practice. <p>Staff</p> <ul style="list-style-type: none"> • Staff working from home – guidance provided on working from home and secure information complying with GDPR. • Staff provided with laptop and separate mouse - DSE assessment not required. • Share HSE guidance on working from home. Staff should follow good practice and work at a table. • Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home checklist. • Check staff complete the checklist and highlight any issues to you. • School to consider staff mental wellbeing and review communication arrangements. Rather than emails consider a meeting via a platform like Zoom. • Pregnant staff working from home – update their pregnancy risk assessment If returning into the school after 1st August. • Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. • Consider virtual coffee mornings using technology so staff can still feel part of a team • Encourage staff to speak to colleagues daily • Identify staff that live on their own and ring them daily to make sure they are okay 	Y	Y

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				In Place	Adequate
Ineffective use of PPE	Staff, pupils, families of staff and pupils	PPE facemasks become contaminated and source of infection causing illness to wearer	<ul style="list-style-type: none"> • School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, dealing with a suspected case of COVID19 and personal care. • School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks). • Where Staff and pupils chose to wear their own face covering/ PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment. • Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering. • Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left hanging around anyone's neck. 	Y	Y
Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education) Death	<ul style="list-style-type: none"> • Ensure Coronavirus handwashing poster in entrance to school and on classrooms entrances, meeting rooms as a minimum AND in ALL toilets • Request all visitors wash / sanitise their hands on arrival. • Educate pupils and staff on the importance of destination handwashing: <ul style="list-style-type: none"> ➢ before leaving home ➢ on arrival at and before leaving school ➢ after using the toilet, breaks and sporting activities ➢ before food preparation and eating any food, including snacks • Changes to timetabling to provide extra time for handwashing in the school day. This needs to be staggered in line with group breaks/lunch to avoid bottle necks in toilets. Consider sanitising stations. • Set time aside for regular training and reminders on handwashing. Use free training and information resources such as ebug for pupils. • Supervision by staff of toilets at breaks to ensure pupils are washing hands thoroughly. • Sufficient/maintained supplies of liquid soap and disposable handtowels/operational hand dryers. Where possible pupils must use liquid soap and water for washing hands • Foot operated bins for paper towel disposal provided. • Bins emptied daily. • Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational. • Where possible pupils must use liquid soap and water for hand washing • Provide alcohol gels (at least 60% alcohol) for the following <u>areas as a minimum</u>: <ul style="list-style-type: none"> ➢ School entrance where visitors and staff sign in ➢ Classrooms (supervised by the class teacher) and Meeting rooms ➢ Dining hall (supervised by kitchen or midday staff) 	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to rest of school population or families at home resulting in illness or death	<ul style="list-style-type: none"> • Ensure pupil/staff toilets are fully stocked with hand soap and sinks are operational. • Review toilets to ensure sufficient capacity to follow social distancing measures. • Access to toilets are monitored strictly and identify how many can enter at one time maintaining social distancing. • Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas. • Display handwashing poster. • Remove any fabric towels (multi use) and use hand dryers or single paper towels. • Provide regular training to staff/pupils on handwashing (at least 20 seconds with soap). • School behaviour policy includes expectations on handwashing, social distancing etc. • Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required. 	Y	Y
Ineffective use of face coverings	Staff, pupils, visitors, contractors	Spread of virus to the rest of school or families at home resulting in illness/death	<ul style="list-style-type: none"> • Clear procedures in place and communicated to staff and pupils on when they can / or need to wear face coverings 	Y	Y
Poor respiratory hygiene	Staff, pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> • Tissues and bins in every classroom including dining hall and staffroom to support "catch it, bin it, kill it" • Display around school "catch it bin it kill it" posters and remind staff and pupils. • School to support pupils (could be those with complex needs or younger children) to get this right. • Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. 	Y	Y
Poor workplace ventilation leading to risk of coronavirus spreading	Staff, pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> • Follow HSE guidance on Heating ventilation and air conditioning. • Where possible ventilate the school using fresh air by keeping doors/windows open. • Turn off recirculating air system that circulates between different rooms. • Single air conditioning units that draw in fresh air from outside can be used. 	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff, pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> • All staff informed in staff guide and in training that they must provide reason for illness when reporting absence • All pupils informed in parents' guide and in form time that they must provide reason for illness • Symptoms to report as potentially COVID-19 as per Public health guidance are clear • Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test. • When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace. • School will retain copy of all timetables, registers, and staff in close contact for each term. 	Y	Y
Lack of or ineffective cleaning of high contact surfaces or between groups and resources	Staff, pupils, families of pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> • Review carrying out of activities and locations where high contact and likelihood of transmission of the virus is high. For example: <ul style="list-style-type: none"> ○ Door Handles (could classroom doors be kept open) ○ Keypads entries (release during day) except main entrance without compromising safeguarding. ○ ICT equipment wiped between each use. ○ Resources (rulers etc.) pupils to have their own stationery packs. ○ Staffroom kettle/fridge/microwave/cup cupboard, sink taps. • Identify how to manage these areas effectively. • Sufficient resources dedicated for cleaning high contact surfaces (additional cleaner for cleaning throughout the day). Either provided by contract cleaners or dedicate someone for cleaning high contact surfaces. • DAILY the cleaners or site team should be cleaning high contact surfaces <ul style="list-style-type: none"> ➤ door handles into classrooms ➤ key pad entry systems ➤ corridor doors hand plates ➤ toilet doors, hand plates ➤ desks • Cleaning schedule in place for <ul style="list-style-type: none"> ➤ More frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified) ➤ Toilets ➤ Resources used between bubbles ➤ Play equipment <p>with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach – Following guidance on cleaning in Non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
Lack of or ineffective cleaning of high contact surfaces or between groups and resources continued	Staff, pupils, families of pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<p>Check manufacturer's instructions for dilution and refresh daily.</p> <ul style="list-style-type: none"> • Spray onto a cloth onto high contact surfaces (see safe use of bleach guidance and COSHH Bleach risk assessment – available to all staff). • Do not spray tables when pupils are seated at them. • Cleaning solution clearly labelled and available for staff use in classrooms/dining hall. • Spray bottles must be kept out of reach of children and used with disposable gloves. • Appropriate PPE (Personal Protective Equipment) must be worn - disposable apron, gloves (Refer to Safety Data Sheet). • Also clean with this solution classroom sinks and taps (high volume contact surfaces). • Review high contact surfaces and equipment in your school setting as this may include for example toys. • Ensure Safety Data sheet is available for cleaning solution and COSHH assessment completed. <p>School has an adequate/maintained supply of personal/domestic cleaning products.</p> <ul style="list-style-type: none"> • Cordon off any external play equipment (unless it can be cleaned between each use) • Remove soft furnishings. Soft toys/toys that are hard to clean (i.e. with intricate parts). • Limit resources taken home to school and school to home. • Staff should wash their hands after handling any text books used by pupils. • Do not share common resources between groups unless cleaned with a diluted bleach solution. • Signage displayed to remind staff and pupils to wash their hands and not touch face 		
Ineffective Site Management leading to the spread of the virus	Staff Pupils Families of staff and pupils	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<ul style="list-style-type: none"> • Check security of supply chain and contractor service e.g. cleaning contracts checked and ready to start or upscale again (agree dates). • In house catering to complete COVID-19 RA • Review Planned Preventive Maintenance schedule – what services are due between now and September. • Make sure statutory checks are up to date for example boiler servicing. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm • Follow DFE guidance on managing buildings https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak • Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. • Information on school's arrangements for managing risk from COVID-19 shared with contractors. • Legionella – if school building has been fully closed then it will need flushing through. • If building has been closed reinstate site agent checks e.g. weekly fire alarm check. • Review building projects planned for summer and beyond. Contractors to provide risk assessments and method statements for their works that include COVID19 • Fire evacuation – Schedule an evacuation – fire assembly point reviewed for social distancing 	Y	Y

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> Review fire wardens to ensure you have enough trained staff. Grounds maintenance contract – arrange for grass cutting/tree/bush maintenance. Review classrooms to ensure they are age appropriate if classes are split into different area to reduce numbers e.g. fitted with finger guards. Bins are emptied in classrooms and offices daily. 		
School Trips	Staff, pupils.	Spread of virus to rest of school resulting in illness.	<ul style="list-style-type: none"> School to follow current government advice – No foreign or overnight trips in the UK. Risk assessment process in place for reviewing UK based day trips in Autumn term. 	Y	Y
School Uniform	Staff, pupils.	Spread of virus to rest of the school resulting in illness/death	<ul style="list-style-type: none"> Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. 	Y	Y
Events, Lettings and Meetings at school	Staff, pupils, visitors.	Spread of virus to rest of school /visitors resulting in illness	<ul style="list-style-type: none"> No whole school assemblies instead use platforms such as Teams/Zoom etc. (assemblies can be held with only one class present in the Hall) Review lettings in view of government guidance – review letting risk assessments for Covid19. Limit meetings with parents for serious issues and maintain social distancing. Use Microsoft Teams/Zoom for meetings/parents evenings to prevent face to face contact. 	Y	Y
Wrap around care	Staff, pupils	Spread of virus to rest of the school resulting in illness/death	<ul style="list-style-type: none"> Review wrap around care– risk assessments reviewed. Try and keep the “bubbles” the same as the day bubbles but if not limit size and try and maintain consistency. SMASH – Key Stage bubbles. POPPIES – EYFS bubble. Parents informed to limit the use of different wrap around care providers. 	Y	Y
Transport	Staff, pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Liaise with LA and private transport companies to establish new arrangements for “bubbles” to travel together where possible or keep this consistent. Establish arrangements for <ul style="list-style-type: none"> ➢ Use of sanitiser upon boarding and/or disembarking ➢ Queuing and boarding - seating arrangements in bubbles ➢ Distancing vehicles where possible 	Y	Y
Supply staff, peripatetic teachers, contractors & visitors, volunteers moving between schools spreading the virus between schools/bubbles	Staff and pupils	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> Visitor and contractor procedures in place to ensure they follow schools arrangements Obtain COVID19 risk assessments from key contractors and how they manage deliveries. Record of all visitors, including contractors to the site for Track and Trace. All visitors, supply staff and contractors to follow social distancing measures and maintain 2m from staff/pupils. 	Y	Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Rotas and cleaning schedules/checklists to be in place.	SLT			MEDIUM
Reviewed by:	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Full opening of schools in September <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/>

NHS 111 or 119 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Social distancing in a childcare setting <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>

Self-isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources <http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>