

RISK ASSESSMENT

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form
No.

May 2020

Group/Service Area: SGET

Work Activity

Working in the Schools during
Covid19

Workplace/Team: All Schools

Date of Assessment: 28/05/2020 reviewed 3/7/20

Date for Re-
assessment:

1/12/2020

Name of Assessors: Head teachers / Tom White

Additional info: <https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Updated guidance

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

Signature:

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5
Increasing likelihood or probability →						

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	Additional controls	Residual Risk Level Low/Med/High	Action	
							Who	When
1	Catching or spreading of Coronavirus throughout the school and wider community	Staff, pupils and visitors	<ul style="list-style-type: none"> Staff, pupils, and visitors should stay away from the school site if they, or anyone in their household, show signs of any symptoms in line with Coronavirus government advice. Those attending school (staff and pupils) are expected to use the NHS Test and Trace service. Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus. Staff, pupils, and visitors should wash their hands upon entering the school building, at regular intervals throughout the day, before they leave school and should dry with paper towels. Everybody should use the provided hand sanitiser at regular intervals. Pupils will be supported with this appropriate to age/need. 	Low	<ul style="list-style-type: none"> Always follow government guidance (please see link at the top of this assessment) Parents may wish to send hand wipes and sanitisers into school with pupils. Communicate to parents the importance of the government advice on catch it, bin it kill it. Schools may wish to postpone or cancel meetings which involve significant 	Low	HT	ASAP

			<ul style="list-style-type: none"> • Hand sanitiser is available at all main entrances. Staff have portable 'belt' handsanitiser so it is to hand at all times (e.g. before and after gate locks) • Two-metre guidelines and signs are in place in key areas around the site to advise every person of these procedures. This includes classroom areas. • Staff members will remind all pupils of the two-metre rule and hand washing guidance. • Routes around the site are clear (e.g exit doors and corridors doors should be wedged open to minimise contact areas) • Any person not adhering to the guidance will be given a reminder and if they persist should be sent home immediately. • Cleaning teams will thoroughly clean all areas of the school daily (toilet areas twice daily) and be provided additional training on cleaning of key contact points. • Key contact points will be cleaned throughout the day, this will include all , doors, switches,work areas, general waste areas and teaching and learning tools. Products have a COSHH risk assessment (in office). • Waste bins should be emptied and cleaned thoroughly daily (emptied at lunchtime -if necessary and end of day). • Teachers and TA's will support with this. • If pupils require assistance when using toilet areas staff members should wear appropriate disposable PPE and students and staff should wash hands thoroughly afterwards. 		<p>numbers of external parties.</p> <ul style="list-style-type: none"> • Any members of staff with under lying health issues or those within vulnerable groups should make their condition known to the school. Please consult with PHA for up-to-date information. They should seek and act on the advice of their GP/Consultant/Mid wife/PHA or current government advice. • In the event of a school closure, SGET executive headteacher, Darren Reynolds, Chair of Governors, and Shropshire County Council notified. •Cleaning teams should sign off the cleaning checklist 				
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			<ul style="list-style-type: none"> • Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks will be made throughout the day to ensure adequate supply. • Suitable levels of staff will be maintained: CL will assess each day any changes. • Staff who are asymptomatic can remain at work or return to work immediately as long as they remain asymptomatic • We will promote good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • We will clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) – see below and attached for further details. • Fire safety arrangements, including emergency evacuation routes, still apply. When assembling at the meeting point maintain social distancing where practicable. <p>Pregnant members of Staff</p> <p>A separate pregnant members of staff risk assessment will be completed for all these staff.</p> <ul style="list-style-type: none"> • Members of staff that are pregnant fall into the clinically vulnerable group identified by 		<p>form after every clean</p> <ul style="list-style-type: none"> •Please see the 'Contact points and cleaning checklist' document for more details on daily cleaning and checks. •Waste bins should be emptied and cleaned thoroughly daily. •Ensure hot water checks are carried out and hot water plant has been serviced or checked within the last 12 months. •Please see this link for more details on cleaning guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			
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			<p>the NHS and schools should endeavour to support staff to work from home. Those who are pregnant are strongly advised to follow the social distancing guidance.</p> <ul style="list-style-type: none"> • However, if pregnant members of staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Schools will need to undertake a specific risk assessment for pregnant staff and decide whether or not such staff can safely return to the workplace. • The Royal College of Obstetricians & Gynaecologists have produced guidance which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment and involving occupational health, to determine whether women who are pregnant can continue working in public facing roles. • The NHS have also provided guidance for pregnant women: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/ and https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/ Additional individual risk assessments will be completed for staff or pupils as appropriate. 		<ul style="list-style-type: none"> •The safeguarding policy should be adhered to when propping any doors open. •Turn heating off and opening windows for increased airflow around the site 				
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2	Maintaining Social Distancing at School	Staff including cleaning and catering staff, pupils, Visitors. contractors	<p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These bubbles at CHCA will be classes (max 32 pupils)</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.</p> <ul style="list-style-type: none"> • The office space will be a no-entry zone (people can hear when you talk through the glass) and used only by the SB and CL (own offices). • Staff have refreshed timetables to: <ul style="list-style-type: none"> ○ prioritise lessons/activities will be delivered ○ consider which lessons or classroom activities could take place outdoors ○ stagger break times (including lunch), so that all children are not moving around the school at the same time ○ stagger drop-off and collection times • Parents' drop-off and pick-up protocols that minimise adult to adult contact have been circulated – see attached. • Groups of children will stay together throughout the day (own classroom, entrance, outside play, space, field space). As a result we are avoiding mixing of children. 	Low					
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			<ul style="list-style-type: none"> Although maintaining consistent groups remains important, given the decrease in the prevalence of coronavirus (COVID-19), bubble may increase in size ie break times/ lunchtimes organisation (2+ classes at a time) Children and young people will arrive at the education or childcare setting in their own private transport to reduce any unnecessary travel on coaches, buses or public transport where possible. Where the school transport is requested separate risk assessments will be in place. Read the Coronavirus (COVID-19): safer travel guidance for passengers https://extranet.dft.gov.uk/safer-transport-campaign/schools/ Classrooms reviewed under new guidance Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 					
3	Reduce mixing within education or childcare setting by:		<ul style="list-style-type: none"> A one way system is in place. Staff encouraged to socially distance. staggered breaks/lunches (see attached) and own outdoor spaces minimise mixing. children and young people will clean their hands before their packed lunch and stay in the groups they are already in for lunch in their classroom/in their outdoor space or 	Low		Low	HT	ASAP

			<p>on their field space. If we do need to use the hall this will be timetabled and tables will be cleaned between each group.</p> <ul style="list-style-type: none"> • Toilet facilities are per group and will be used one at a time. <p>Use outside space:</p> <ul style="list-style-type: none"> • for exercise and breaks • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff <p>For shared rooms:</p> <ul style="list-style-type: none"> • the hall if used by classes or groups will have contact points cleaned in between. • The photocopier should be wiped down by staff after every use. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • children have been instructed to bring as little as possible to school. Work will be valued in school but not taken home. • During the summer term, the use of equipment was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. • Pupils will wipe clean their workstations during the day. 					
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			<ul style="list-style-type: none"> • Group resources will be 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. • Practical lessons can go ahead if equipment can be cleaned thoroughly. Shared playdough, sand, toys that are tricky to clean will be avoided. Staff have been signposted to further advice from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. <p>http://science.cleapss.org.uk/Resources/Technicians/</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and</p>					
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			<p>ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p> <p>At CHCA, singing practice will be reviewed for socially distanced / small groups/ outdoor singing.</p> <p>Brass lessons will be in groups of 4 or under and a risk assessment will be written by the music teacher in review of DfE guidance.</p>					
4	Reducing contact point activities and areas.		<ul style="list-style-type: none"> Assemblies will not happen. If the HT/staff lead assemblies it will be with each through TEAMS/ recorded pod casts. Team sports activities and swimming will not happen – exercise is important and staff will plan fitness activities that maintain social distancing. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. School with risk assess this and take steps to ensure social distancing with external visitors in school. Disinfecting of toys and other play equipment which pupils are in regular contact with. 	Low	<ul style="list-style-type: none"> Where possible routes around the site should be clear (e.g exit doors and corridors doors should be wedged open to minimise contact areas) Contact areas around the school site (Toilets and doors etc.) should be cleaned throughout the day. The Estates team and SLT should make sure doors and routes are always open and clear. Cleaning teams should prioritise these areas several times throughout the day 	Low	HT	ASAP

			<ul style="list-style-type: none"> • Cleaning teams will thoroughly clean all areas of the schools daily and be provided addition training on cleaning of key contact points. Key contact points should be cleaned several times throughout the day this should include all work areas, general waste areas and teaching and learning tools. • External visitors will go through the school risk assessment and ensure that they are aware of the measures put in place to reduce Covid 19. A separate risk assessment may be required for some activities. 		<ul style="list-style-type: none"> • Please see the 'Contact points and cleaning checklist' document for more details on daily cleaning and checks. 			
5	Managing Customers, Contractors and visitors	Staff including cleaning and catering staff, pupils, Visitors. contractors	<p>Customers and Visitors- We have:</p> <ul style="list-style-type: none"> • Provided clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Any approved visitors will be managed by the headteacher <p>Contractors. We will:</p> <ul style="list-style-type: none"> • Encourage visits via remote connection/working where this is an option. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limit the number of visitors at any one time. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. 	low				

			<ul style="list-style-type: none"> • Maintaining a record of all visitors in the office • Only necessary visits to assist the running of the school during the virus and lock down will be allowed in school • No visitors or contractors during drop off and pick up times • A member of the admin team will sign visitors in and give a brief outline of the guidance in place 					
6	Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.		<ul style="list-style-type: none"> • Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20th March 2020). • Consult PHA website for most up to date guidance. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. 		<ul style="list-style-type: none"> • It is recommended that regular contact is made to school headteacher 			
7	Workplace and furniture contamination	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> • We are limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. (teachers only for whiteboards; photocopier has cleaning equipment provided for before and after use; staff are advised to clean the photocopier after each use; staff are asked to clean the school phone before and after use; staff are asked to use their own school laptops only; pupils will have laptops provided individually (Chrome books in Year 6) 	Low		Low	HT	ASAP

			<p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • We are using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency • All adults and children will: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • We have sufficient hand sanitiser in classrooms and other learning environments. • We have set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • We have put in place enhanced cleaning for busy areas – twice daily for toilets; as appropriate in classes; thorough end of day clean (see cleaning tick sheets). • Paper towels are available at all handwashing facilities. • We will follow the COVID-19: cleaning of non-healthcare settings guidance 					
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			<ul style="list-style-type: none"> • We will clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal (as required in classrooms; toilet areas twice daily; everywhere at end of day). Staff are asked to do all chairs at the end of the day and then put any pupil equipment on them to allow cleaning of desks etc. • We will support children and young people who have trouble cleaning their hands independently • We will encourage young children to learn and practice these habits through games, songs and repetition • All spaces will be well ventilated using natural ventilation (opening windows) - Teacher and TAs to open each morning. If changed staff are asked to clean handles. • Teachers and TAs will prop doors every morning, where safe to do so (bearing and safeguarding), to limit use of door handles and aid ventilation. In mind fire safety, door propped may be removed at night. • Staff and parents have been advised of normal personal hygiene and washing of clothes following a day in an educational or childcare setting. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Any deliveries/orders will be cleaned or left for 72 hours before distribution 					
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8	School kitchen		<ul style="list-style-type: none"> • If there are school kitchen closures, the children will have their own packed lunch which they will eat in their classroom/in their outdoor area/ in the field area/in the hall. Hands will be washed before and after. Surfaces will be cleaned after. Older pupils may clean their own area. • LCS will offer a packed lunch for those who request. SGET to liaise with school meals service for separate risk assessment and provide delivery 	Low	<ul style="list-style-type: none"> • Email to parents to provide pack lunch. • In the case of pupils in receipt of free school meals, school should make alternative arrangements to out-source meals provision. (e vouchers for food to continue) <ul style="list-style-type: none"> • Sget to liaise with shire services for their risk assessment 	Low	HT GB	ASAP
9	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. • The majority of staff in education settings will not require PPE beyond what they would normally need for their 	6				

			<p>work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (visors provided) 					
10	First Aid		<p>Anyone with Covid-19 symptoms (temperature; new continuous dry cough; loss or changed sense of smell or taste) will go to the medical room (old meeting room); the HT will be informed and arrangements will be made for them to go home as quickly as possible. Areas they were working will be cleaned. They will be expected to follow the self isolation advice and get a test (advice in HT office). The results of the test will</p>	Low	https://www.publichealth.hscni.net/covid-19-coronavirus	Low	HT	ASAP

			<p>inform return to work or other actions (e.g. isolation of group/class/school). People's confidentiality will be respected.</p> <p>In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.</p> <ul style="list-style-type: none"> • When issuing first aid, staff members should wear appropriate PPE and dispose of immediately. Areas should be cleaned and disinfected straight away. Double bag all cleaning products used. • In addition to the current first aid policy, staff, cleaning teams and first aiders can bring a spare pair of clothes with them if they wish. <ul style="list-style-type: none"> ○ The old meeting room will be used as a medical room for anyone who is ill/showing Covid 19 symptoms and awaiting collection. The headteacher will take responsibility for supporting people in the medical room. <ul style="list-style-type: none"> • The headteacher will continually review the number of first aiders, fire marshals etc • PEEPS (Personal Emergency Evacuation Plan) will be reviewed if necessary • Staff have first aid equipment in each KS area. Children will be encouraged to administer as much as they can themselves. • PPE (aprons, gloves, masks, visors) have been provided to staff and will be kept in class bases. • Cleaning equipment is provided in each class. 					
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			<ul style="list-style-type: none"> • All occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council the F/A needs assessment will identify any additional equipment and training needs • Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival 					
11	Accidents\ incidents		<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) • High risk activities will be avoided to minimise the potential for accidents and the need for staff to assist children\students 	Low				

12	Allergic reactions whilst using sanitising products		<ul style="list-style-type: none"> • If staff or pupils have suffered with allergic reactions while using sanitising products in the past, they should inform the head teacher • The COSH sheet is in the COSH folder • If children are allergic to any sanitisers they bring in themselves or the anti-bac wipes inform parents and headteacher to decide how to manage. 	Low	<ul style="list-style-type: none"> • Parents/carers should be asked to inform the school • In some cases, sanitising products should be distributed by a member of staff • Staff or pupils maybe sent home if sanitising products cause any harm 	Low	HT	ASAP
13	Emotional distress of the staff - including anxiety		<ul style="list-style-type: none"> • At least one SLT member of staff on site every day for staff to share concerns with • Staff have been included with the decision making, risk assessments. • staggered breaks to give staff 'time out' and breaks. Staff space to relax can be the hall, staff room or their classes outside space/field space/classroom if not in use by the class. • Please contact the HT if you should require counselling • Staff meeting on 18th May to update all staff • Briefings and emails will be used to update. • HT has contacts/sources of information such as MIND and other well being resources • A referral to Occupational Health as appropriate • Staff buddy as appropriate • Where possible work place adaptations will be considered to support staff member 	Low		Low	HT	ASAP

			<ul style="list-style-type: none"> Mental health, including anxiety, is a recognised medical health need and will be treated in the same way as other medical needs by seeking additional information and working with staff member. 					
14	Emotional distress of the pupils		<ul style="list-style-type: none"> Pupils to be supported by staff Look at ways of being able to support a child if in need of comfort – staff to make professional judgements which balance risk. HT to support as appropriate SEN pupils – monitor understanding of changes and support as appropriate. 	Low		Low	HT	ASAP
15	Transport Arrangements		<p>Staff, parents and children. We will:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts Remember social distancing will be a problem in vehicles. Consider only one 	Low	<ul style="list-style-type: none"> School transport should be cleaned down using disinfectant and sanitiser before and after every journey Make sure sufficient signage is in place around the site explaining the procedures 	Low	HT	ASAP

			<p>person to use at a time and vehicle cleaned thoroughly before and after each use.</p> <ul style="list-style-type: none"> • Liaise with local authorities or transport providers and their risk assessments should transport services resume. • communicate revised travel plans clearly to contractors, and parents where appropriate (for instance, to agree pick-up and drop-off times) • Remind pupils that they should walk to school keeping to social distancing rules, younger pupils should be accompanied by a parent/carer from their household. • If walking to school is not possible pupils should travel in a vehicle. This should be their parents/carers vehicle • Clear signage will be displayed adjacent external and internal entrances to instruct adults of the drop off and social distancing procedures. • When not required parents/carers should not enter the school grounds – see school news and letters. • Pupils, staff, and visitors will clean their hands and use the hand sanitiser stations when entering the school building. • As a last resort traveling to school using the school minibus service, staff will be provided with appropriate PPE. Minibuses will have hand sanitiser, disinfectant, and cleaning equipment on board always • When using the school minibus service, social distancing rules (two-metre rule) will apply reducing the amount of people that can be on the bus at any one time. 					
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			<ul style="list-style-type: none"> Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Order larger quantities of inbound materials less often to reduce deliveries Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways Follow cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys 					
16	Use of Car park for cars, and other forms of transport	All	<ul style="list-style-type: none"> If staff arrive in the car park at similar times they are advised to remember social distancing as they leave their cars. Any bikes will be stored behind the Pizza Oven 	Low				
11	Policies and Procedures		<ul style="list-style-type: none"> All policies are on the SGET/school website. The H&S policy and Covid-19 risk assessment will always be visible on the school website for parents/carers to view. The Covid risk assessment will be emailed to staff who will be asked to confirm they have read it by email Records of all incidents and issuing of all first aid should be kept. Cleaning and daily checks should be recorded 		<ul style="list-style-type: none"> Staff should be reminded regularly A copy of this risk assessment should be displayed in main reception. Please see the daily cleaning check documents for cleaning history 	Low	HT	ASAP
13	When schools reopened other		Please see appendix A a separate risk assessment for Premise building related issues					

areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.		for inspections, maintenance checks etc. required.						
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If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol – staff meeting 22.05.20.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential. Items below have all been completed.:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))

- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- 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)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

E. Circulation List

This document has been sent to staff and will be put on our website. As staff confirm (by email) that they have read the RA they will be entered into the table below.

NAME	DESIGNATION	DATE	NAME	DESIGNATION	DATE
Ceri Little	Head	29.5.20	Zoe Procter	TA	29.5.20
Donna Richardson	Teacher	29.5.20	Elaine Chassar Hesketh	TA	29.5.20
Marie Breakwell	TA	29.5.20	Gemma Perks	TA	31.5.20
Sian Pugh	SENCO	29.5.20	Ruth Edwards	TA	29.5.20
Julia Hilton	Teacher	31.5.20	Sarah Barnsley	Admin	1.6.2020
Terri Mumford	Teacher	31.5.20	Jackie Gibbons	Cleaner	
Diane Harding	Teacher	31.5.20	Jess Evans	TA	29.5.20
Ruth Pickford	Teacher	29.5.20	Lorraine Radnor	Lunchtime supervisor	13.6.20
Gill Hyde	Teacher	31.5.20	Sue Harris	Lunchtime supervisor	
Jenny Whitbread	TA	29.5.20	Rach Braybrooke	Teacher	
Sue Edwards	TA	31.5.20	Rhainnon McKeon	Teacher	
Julie Coleman	TA	1.6.2020			
Jo Walker	TA	31.5.20			
Jo Preece	TA				
Sharon Hall	TA	31.5.20			

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none">• Perimeter fencing, hedges, gates etc.• Trees• Waste storage areas and waste bins	<ul style="list-style-type: none">• Boundary integrity• Risk assessments up-to-date; no damage• Secure – waste collection still occurring	28/05/20	
Building: <ul style="list-style-type: none">• Roof (inc. chimneys)• Facias, gutters, downpipes• Walls• Windows• Exterior doors• Door canopies• Paths• Roads, car park, gates / barriers	<ul style="list-style-type: none">• Defects or damage• Doors opening properly with no restrictions• No defects or damage; in working order• Slip or trip hazards (uneven, holes etc.)• 	28/05/20	
Interior: <ul style="list-style-type: none">• Ceilings• Walls• • Doors – final exits open (fire, emergency)• Fire doors (close and fit as intended)• Stairs / steps / ramps	<ul style="list-style-type: none">• No defects or damage likely to affect building users• Fire Doors checked for fit and opening• • No slip or trip hazards	28/05/20	

<ul style="list-style-type: none"> • Handrails • Floors (floor coverings) • 			
Infrastructure: <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers • Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance 	28/05/20	
Systems: <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting operational 	28/05/20	

<ul style="list-style-type: none"> • Security • Communications - telephony • IT – WiFi • Pressure systems 	<ul style="list-style-type: none"> • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules 		
Equipment: <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, microwaves etc. • Lifts (see below) / lifting equipment 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if required • Statutory examination, maintenance and testing completed according to schedule 	28/05/20	
Maintenance, testing and servicing: <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE. 	28/05/20	Cleaner has been in flushing and running all toilets/sinks on a weekly basis.
Other Areas: <ul style="list-style-type: none"> • Science and D&T departments need to be checked by 	<ul style="list-style-type: none"> • Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 		

experienced staff and follow CLEAPSS Guidance	guidance for science departments in a partially re-opened school.		