

Risk Assessment – Clee Hill Community Academy (SGET)

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.

Group/Service Area: SGET – Clee Hill Community Academy

Workplace/Team: Clee Hill Community Academy

Date of re-assessment: 19/5/2021

Review date – September 2021

Name of Assessors: Head teacher / Tom White (estates)/ Gill Bradley (school business manager)

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

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

Updated advice for March 8th opening:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Decontamination and cleaning service contracts – to contact if deep cleaning is required:

- Shire cleaning services, 01743 250250, Shrewsbury Shropshire, SY1 3TG. Jacky.hammett@shropshire.gov.uk
- Reconomy cleaning services, 01952 211790, Stafford park Telford, sales@reconomy.com
- Ludlow floor to ceiling cleaning service, 01584 529684, Ludlow Shropshire SY8 1UD,

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 h
	4	4 very low	8 low	12 med	16 med	20 h

	3	3 very low	6 low	9 low	12 med	15 n
	2	2 very low	4 very low	6 low	8 low	10 n
	1	1 very low	2 very low	3 very low	4 very low	5 l

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Increasing likelihood or probability →

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

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

This document will be sent to staff by email with a read receipt and is available on the school website.

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. • Staff should follow government guidance if contacted and inform the school of the reason for their absence. • The school in addition will use the notification of a positive test for an employee, pupil or visitor to inform their actions in school regarding school part or full closure or in asking persons to self-isolate and with communications to parents 	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. 	Low	HT	ASAP

			<p>and contacts. People identified as having been in close contact with someone who has a positive test must stay at home for the time period agreed by PHE even if they do not have symptoms, to stop unknowingly spreading the virus.</p> <ul style="list-style-type: none"> • Staff, pupils, and visitors should use the sanitizer provided at various points throughout the site, and wash their hands upon entering the school building, and at regular intervals throughout the day, before they leave school and should dry with paper towels or warm air hand drier. • Everybody should use the provided hand sanitiser at regular intervals. Pupils will be supported with this appropriate to age/need. • Hand sanitiser is available at all main entrances and in various area throughout school. • A cleaning pack containing antibacterial spray, paper cloth, sanitizing wipes and gloves will be available in each teaching room and office space. • signage is in place in key areas around the site to advise every person of these procedures. • Classrooms (class 3,4,5) will be set out to allow for pupils to forward face and the teacher desk placed 2m away where ever possible from student desks. 		<ul style="list-style-type: none"> • Schools should postpone or cancel meetings which involve significant numbers of external parties. • Any members of staff with underlying 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/Midwife/PHA or current government advice. • In the event of a school closure, SGET Executive Headteacher, Darren Reynolds, Chair of 			
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			<ul style="list-style-type: none"> • Staff members will remind all pupils of the two-metre rule and hand washing guidance. • Routes around the site are kept clear (eg. exit doors and corridors doors should be wedged open to minimise contact areas) • Any pupil not adhering to the guidance will be given a reminder and if they persist parents will be informed and they may be sent home • Cleaning teams will thoroughly clean all areas of the school daily (toilet areas twice daily) and focus 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). • Soap dispensers 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: Headteacher assess each day any changes. 		<p>Governors, and Shropshire County Council should be notified.</p> <ul style="list-style-type: none"> •Cleaning teams should sign off the cleaning checklist form after every clean <p>Staff and pupils should leave the school site promptly at 3.30pm to allow cleaning to take place</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. 			
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			<ul style="list-style-type: none"> • 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 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 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. • However, if pregnant members of staff cannot work from home, they should be 		<ul style="list-style-type: none"> •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 •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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			<p>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.</p> <ul style="list-style-type: none"> • 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. 		All staff should be aware of their responsibility to report any concerns or issues immediately either to the HT or for premises matters to the Estates Manager			
2	Maintaining Social Distancing at School	Staff including cleaning	<ul style="list-style-type: none"> • Classrooms and other learning environments have been organised to maintain space between seats and desks 	Low	HT to maintain lists of pupils in school		HT Staff EM	

		and catering staff, pupils, Visitors. contractors	<p>where possible Staff are aware of further advice on spacing 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> <ul style="list-style-type: none"> • The one way system should be adhered to at all times and will be clearly signed. • Pupils will be managed in class bubbles where possible. Bubbles may include mixed classes during school closures if class numbers are low. 2 larger bubbles (Nursery, class 1 and class 2/ class 3,4,5) will be used for break/ lunchtimes and some gatehring such as KS assembleis (Kept in classes but in the same hall/ outdoor space) • In poor weather conditions pupils will remain in the classroom they were taught in immediately before the break or lunchtime and will be supervised by the teacher • Staff should follow a clear desk policy at the end of their day. Surfaces will be kept clear with a thorough clean on a daily basis. • Staff have refreshed timetables to: <ul style="list-style-type: none"> ○ prioritise lessons/activities to be delivered ○ consider which lessons or classroom activities could take place outdoors 		<p>SENCO to be responsible for overall supervision</p> <p>Teachers to liaise with Estates team for help with classroom furniture moving to facilitate social distancing</p> <p>To be distributed to staff and pupils made aware</p> <p>Appropriate signage will be in place at various points around the school</p> <p>All staff will demonstrate social distancing at all times and react in order to enforce this by pupils</p> <p>Headteacher will line park the</p>		TS	
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			<ul style="list-style-type: none"> ○ stagger break times, 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. • Practical resources will not be used by multiple groups simultaneously • Pupils should arrive at the school in their own private transport to reduce any unnecessary travel on coaches, buses or public transport where possible. Where individual school transport is provided 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/ 		external paths to reception at 2m intervals with signage			
3	Reduce mixing within education or childcare setting by:		<ul style="list-style-type: none"> • All staff and pupils should adhere to the one way/directional system in place • Use of corridors should be minimised and socially distancing demonstrated.. • Staggered start and finish times may be considered. • Pupils will clean their hands before their packed lunch . If we do need to use the hall this will be timetabled and tables will be cleaned between each group. • Toilet facilities should be accessed at designated times with a one in, one out 	Low	Teaching staff to manage social distancing within their classroom and lesson	Low	HT Staff	ASAP

system overseen by supervising staff. Use of toilet facilities at any other time should also be supervised when possible.

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff

For shared rooms:

- the hall if used by classes or groups will have contact points cleaned in between.
- Numbers of staff using the staff room at any one time will be limited. Staff are encouraged to wear a mask in all public areas around the school.
- The only photocopier in use will be in the staff room and staff should gel/ wash hands before touching the photocopier and observe social distancing
- The IT technician will attempt to resolve IT issues remotely and will follow the school's covid 19 guidelines when on site, social distancing from all bubbles.

Reduce the use of shared resources:

- Pupils have been instructed to bring as little as possible to school.

			<ul style="list-style-type: none"> • Sanitizing wipes will be available at all pupil IT devices to allow wiping down between users. Pupils will also be encouraged to gel hands before using shared IT resources. • Practical lessons can go ahead if equipment can be cleaned thoroughly. 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. • Assemblies will happen but in smaller groups and with spacing between classes. 					
4	Reducing contact point activities and areas.		<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. 		<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 	Low	HT	ASAP

					<p>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</p> <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 senior staff <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 					

			<p>should be explained to visitors on or before arrival.</p> <ul style="list-style-type: none"> • 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. • Maintaining a record of all visitors in the office and contact numbers for track and trace. • 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		<ul style="list-style-type: none"> • Whole family to self-isolate for a period of days in line with up to date Government guidance • 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 	LOW	HT	ASAP

	school or later that day.							
7	Workplace and furniture contamination	Staff including cleaning and catering staff, pupils, Visitors. contractor s	<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 asked to clean the school phones before and after use • Hygiene: handwashing, sanitation facilities and toilets • 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 handwashing facilities and hand sanitiser units can be found 	Low	Staff should not bring unnecessary personal items into school	Low	HT EM	ASAP

			<p>throughout school and at main entrance areas</p> <ul style="list-style-type: none">• 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• We will clean surfaces that staff and pupils are touching, such as, 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). Cleaning staff are asked to do all chairs at the end of the day.• Staff are asked to ensure all spaces are well ventilated using natural ventilation (opening windows) and to close these at the end of the day• Staff should prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation• Staff and parents have been advised of normal personal hygiene and washing of					
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			<p>clothes following a day in an educational or childcare setting.</p> <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 					
8	School kitchen		<ul style="list-style-type: none"> Food is brought from Lacon Childe School by kitchen staff. Staff gel their hands before and after entering each school reception area. Access to the main dining room at lunchtime will be managed with 2 key stage bubbles maintained but with some distance between class bubbles. Tables, equipment and seating will be sanitized after each sitting. Hands will be washed before and after. Surfaces will be cleaned after. Numbers of staff using the staff room at any one time should be limited (staff to review and managed appropriate distancing) 		Remind staff in briefing that no catering facilities will be available for staff or pupils.	LOW	HT GB	ASAP
						LOW	GB	ASAP
9	Use of Personal protective equipment (PPE) in School settings against	Staff including cleaning and catering staff, pupils,	<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 					

	<p>COVID -19</p>	<p>Visitors. contractor s</p>	<p>any circumstance by those who may not be able to handle them as directed (for example, those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2m from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • 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 pupil or staff member person become 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 2m cannot be maintained. If contact with the pupil or 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 					
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			<ul style="list-style-type: none">• Updated risk assessments will be emailed to staff and put on the school website• PEEPS (Personal Emergency Evacuation Plan) will be reviewed if necessary• Cleaning equipment is provided in each classroom.• 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 casualty's 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					
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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	Accident/near miss and incidents will be recorded in the accident book in reception	LOW	Staff	ASAP
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 hand sanitiser and santizing/cleaning products coshh sheets are held in the meeting room. • 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 may be 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 during school closure and holiday periods. • Staff have been included with the decision making, risk assessments. • Supervising staff are on hand to supervise staggered breaks to give staff 'time out' and breaks. Staff space to relax can be the hall, staff room or their classes outside 	Low	NOSS counselling service is available by speaking to a member of SLT and will be confidential	Low	HT	ASAP

			<p>space/field space/classroom if not in use by the class.</p> <ul style="list-style-type: none"> • Please contact the HT if you should require counselling • HT has contacts/sources of information such as MIND and other well-being resources • A referral to Occupational Health as appropriate • Where possible work place adaptations will be considered to support staff member • 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 	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 	Low	HT/EM	ASAP

			<ul style="list-style-type: none"> • 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 • Ensure social distancing will be maintained as much as possible with pupils maintained on the transport within year groups. The vehicle will be cleaned thoroughly before and after each use. • 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 		<p>is in place around the site explaining the procedures Hand gel used when pupil enter transport.</p>			
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			<ul style="list-style-type: none">• 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.• For pupils traveling to school using the school minibus service, staff will be provided with appropriate PPE. Staff and pupils will wear face coverings over their mouth and nose unless they have a medical exemption from this requirement. Minibuses will have hand sanitiser, disinfectant, and cleaning equipment on board always• When using the school minibus service, social distancing rules will apply as much as possible.• 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					
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			<ul style="list-style-type: none"> 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. 	Low	The only entrance in use will be at the front of school. Staff will unlock/lock daily.	LOW	EM	ASAP
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 areas will need consideration. e.g. building related hazards -e.g. fire safety management, building		Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.					

	evacuation, equipment checks Legionella, etc.							
14	Self testing of staff for Vovid 19 (LFT)	Staff	<p>Chemicals Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</p> <p>Do not use if the solution has expired Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p> <p>Privacy notice/ GDPR Issued to each member of staff when collecting tests</p> <p>Consent form Consent form completed by all staff</p> <p>Injury during testing Follow advice and guidance to ensure that swab doesn't break, not too high up nose etc and refer to guidance if any injuries occur (yellow card)</p> <p>Storage Stored in a safe place (HT office) within set temperatures.</p>	Low		Low	HT	ASAP

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
- 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/mobile phones and regular check in 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

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. At Clee Hill Communiyt Academy, the named person is Tom White. The headteacher will support with this through regular inspections of the school.

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 	07/09/20	
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.) • 	07/09/20	
Interior: <ul style="list-style-type: none"> • Ceilings • Walls • 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users 	07/09/20	

<ul style="list-style-type: none"> • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • Fire Doors checked for fit and opening • No slip or trip hazards 		
<p>Infrastructure:</p> <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 	<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 	07/09/20	

<ul style="list-style-type: none"> Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> Cleaning regime Follow PWTAG guidance 		
<p>Systems:</p> <ul style="list-style-type: none"> Fire detection and alarm (see below) Emergency lighting (see below) Security Communications - telephony IT – WiFi Pressure systems 	<ul style="list-style-type: none"> All detectors, call points and detectors operational; weekly testing performed Battery test to check e-lighting operational Alarm system working Phone lines operational WiFi working Statutory examination, maintenance and servicing undertaken according to schedules 	07/09/20	Week beginning 25.5.20 alarm systems inspected
<p>Equipment:</p> <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 	07/09/20	
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> Gas safe certificate EIRC (Fixed wiring) and PAT (electricity) 	<ul style="list-style-type: none"> Gas safe certificate within date EIRC within date; PA tests completed according to schedule 	07/09/20	

<ul style="list-style-type: none"> • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation 		
<p>Other Areas:</p> <ul style="list-style-type: none"> • Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<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 guidance for science departments in a partially re-opened school. 		