

School	St John Fisher Catholic Comprehensive School	Assessment No.	Version 24
--------	--	----------------	------------

Site	Upper and Lower	Location	Ordnance St. and Maidstone Rd.		
Subject of Assessment	Ensuring safety of all students and employees returning to school from March 8 th 2021.				
Assessed by	Gerry McCaughan	Date	3 rd March 2021	Review date	26 th March 2021
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected <i>(Who may be harmed)</i>		
			Students, Employees, Contractors and Visitors.		

Related documents
Infection Control Policy, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.

	Likelihood	Consequences	Risk Rating	
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable	
	2 – Unlikely	2 – Minor	5 – 9 Adequate	
	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable	
	4 – Likely	4 – Major	17 – 25 Unacceptable	
	5 – Very Likely	5 – Catastrophic		
Task Description	COVID-19 RETURN TO WORK		People Affected	Employees / Contractors / Visitors / New and Expectant Mothers / Young Persons

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Staffing									
Clinically Extremely Vulnerable Employees attending work	4	5	20	<ul style="list-style-type: none"> Staff in this category do not need to follow previous shielding advice and can return to work Staff in this category should ensure they can constantly maintain 2 metres away from others. Staff who live with someone who is clinically extremely vulnerable should be made aware of the guidance as set out by the Government Their attention should also be drawn to the following guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/ <p>(Refer to the current advice on who is in the ‘Clinically Extremely Vulnerable Employees’ group.)</p>	<ul style="list-style-type: none"> System is in place to carry out lateral flow tests on all members of staff who attend the school. Only those staff who have a negative test result will be allowed to remain on site Face masks should be worn by anyone attending the school site. A shield is not adequate Regular updates to be communicated electronically to all employees 	1	5	5	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> • Work layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the workplace, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all employees. • Regular handwashing and individual respiratory hygiene is encouraged i.e. Catch it, bin it, kill it, practices. • Where possible avoid the sharing of resources, staff should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				
Clinically Vulnerable Employees (Including pregnant employees)	4	4	16	<ul style="list-style-type: none"> These employees are advised to take extra care in observing social distancing. Any pregnant woman in the third trimester (more than 28 weeks' pregnant), or with an underlying health condition – such as heart or lung disease – should work from home where possible, avoid contact with anyone with symptoms of COVID-19, and significantly reduce unnecessary social contact. (Refer to the current advice on who is in the 'Clinically Vulnerable Employee' group.) 	<ul style="list-style-type: none"> System is in place to carry out lateral flow tests on all members of staff who attend the school. Only those staff who have a negative test result will be allowed to remain on site Face masks should be worn by anyone attending the school site. A shield is not adequate Regular updates to be communicated electronically to all employees 	1	4	4	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> • Work layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the workplace, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all employees. • Regular handwashing and individual respiratory hygiene is encouraged i.e. Catch it, bin it, kill it, practices. • Where possible avoid the sharing of resources, staff should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				
<p>BAME employee with underlying health conditions contracting COVID-19 whilst in the workplace</p> <p>BAME employees with underlying health conditions are at a higher risk of an adverse outcome after contracting COVID-19 than the general population.</p>	4	4	16	<ul style="list-style-type: none"> Staff in the BAME group are advised to take extra care in observing social distancing. If BAME employees with underlying health they must ensure they can constantly maintain 2 metres away from others. 	<ul style="list-style-type: none"> System is in place to carry out lateral flow tests on all members of staff who attend the school. Only those staff who have a negative test result will be allowed to remain on site Face masks should be worn by anyone attending the school site. A shield is not adequate Regular updates to be communicated electronically to all employees 	1	4	4	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> • Work layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the workplace, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all employees. • Regular handwashing and individual respiratory hygiene is encouraged i.e. Catch it, bin it, kill it, practices. • Where possible avoid the sharing of resources, staff should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				
Living with a shielded or clinically vulnerable person	2	4	8	<ul style="list-style-type: none"> If 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 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 guidance, they must ensure that they adhere to stringent social distancing 	<ul style="list-style-type: none"> Social distancing must be adhered to and guidance followed 	1	4	4	
Teacher shortage	2	3	6	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and planned for and is assessed daily, based on potential staff illness or self-isolation Children are always suitably supervised 	<ul style="list-style-type: none"> Daily rota of emergency stand-by teachers on hand to come into school. 	1	3	3	
Support staff shortage	2	3	6	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed daily, based on potential staff illness or self-isolation 	<ul style="list-style-type: none"> Daily rota of emergency stand-by support staff on hand to come into school 	1	3	3	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
	L	C	R			L	C	R	
Leadership team shortage	1	4	4	<ul style="list-style-type: none"> Adequate leadership ratio to children will be maintained and assessed daily, based on potential staff illness or self-isolation Where level drops below acceptable level the Head teacher to be contacted to support and redeploy SLT. 	<ul style="list-style-type: none"> Daily rota of emergency stand-by leadership members on hand to come into school. 	1	2	2	
Admin shortage	2	3	6	<ul style="list-style-type: none"> Adequate admin staffing will be maintained and assessed daily, based on potential staff illness or self-isolation Where level drops below acceptable level for the school to run effectively, the school will redeploy admin supply if required 	<ul style="list-style-type: none"> Redeployment of admin staff 	2	1	2	
Site team /cleaning team shortage	3	4	8	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation Where level drops below acceptable level for the school to run effectively. In the case of Site staff, the school will buy in supply if required. In the case of cleaning staff, the school will refer to its cleaning provider 'Grade One'. 	<ul style="list-style-type: none"> 3 members of site staff. Grade One to provide additional cleaners 	2	2	4	
Establishing a systematic process of opening for key groups of students, including social distancing									
Clinically Extremely Vulnerable students attending school	4	5	20	<ul style="list-style-type: none"> clinically extremely vulnerable children should only attend education settings in line with the wider guidance on reopening of schools 	<ul style="list-style-type: none"> Vulnerable children may still attend school System is in place to carry out lateral flow tests on all students who attend the school. Only those students who have a negative test result will be 	1	5	5	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>allowed to remain on site</p> <ul style="list-style-type: none"> • Regular updates to be communicated electronically to all parents/carers • Face masks should be worn by anyone attending the school site. A face shield is not adequate • Room layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the buildings, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all students. • Regular handwashing and individual respiratory hygiene is encouraged i.e. Catch 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>it, bin it, kill it, practices.</p> <ul style="list-style-type: none"> Where possible students should avoid the sharing of resources, students should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				
Clinically Vulnerable students attending school	4	4	16	<ul style="list-style-type: none"> These students have been advised to take extra care in observing social distancing. (Refer to the current advice on 'Clinically Vulnerable' group.) 	<ul style="list-style-type: none"> System is in place to carry out lateral flow tests on all students who attend the school. Only those students 	1	4	4	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>who have a negative test result will be allowed on site</p> <ul style="list-style-type: none"> • Regular updates to be communicated electronically to all parents/carers • Face masks should be worn by anyone attending the school site. A face shield is not adequate • Room layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the workplace, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all students. • Regular handwashing and individual respiratory hygiene is 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>encouraged i.e. Catch it, bin it, kill it, practices.</p> <ul style="list-style-type: none"> Where possible students should avoid the sharing of resources, students should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				

<p>Students living with an extremely clinically vulnerable person</p>	4	4	16	<ul style="list-style-type: none"> • Students in this category do not need to follow previous shielding advice and can return to school if they are in the categories identified as being eligible. • Students in this category should ensure they can constantly maintain 2 metres away from others. • Students who live with someone who is clinically extremely vulnerable should be made aware of the guidance as set out by the Government Their attention should also be drawn to the following guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/ 	<ul style="list-style-type: none"> • System is in place to carry out lateral flow tests on all students who attend the school. Only those students who have a negative test result will be allowed on site • Regular updates to be communicated electronically to all parents/carers • Face masks should be worn by anyone attending the school site. A face shield is not adequate • Room layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the workplace, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all students. • Regular handwashing and individual respiratory hygiene is 	1	4	4	
--	---	---	----	--	--	---	---	---	--

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>encouraged i.e. Catch it, bin it, kill it, practices.</p> <ul style="list-style-type: none"> Where possible students should avoid the sharing of resources, students should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				

<p>Students living with a shielded or clinically vulnerable person</p>	3	3	9	<ul style="list-style-type: none"> • If a student lives with someone who is clinically vulnerable, including those who are pregnant, they can attend school if they are able to understand and follow instructions around social distancing. • Students in this category can attend school if they are considered vulnerable or are the children of critical workers 	<ul style="list-style-type: none"> • System is in place to carry out lateral flow tests on all students who attend the school. Only those students who have a negative test result will be allowed to remain on site • Regular updates to be communicated electronically to all parents/carers • Face masks should be worn by anyone attending the school site. A face shield is not adequate • Room layouts have been redesigned to achieve social distancing. • Ensure good natural ventilation is maintained throughout the buildings, e.g. open windows. • Signage is displayed throughout the premises to ensure social distancing. • Hand sanitiser has been provided for use by all students. • Regular handwashing and individual 	1	3	3	
---	---	---	---	---	---	---	---	---	--

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					respiratory hygiene is encouraged i.e. Catch it, bin it, kill it, practices. <ul style="list-style-type: none"> Where possible students should avoid the sharing of resources, students should be responsible their own equipment. When this is not possible, shared equipment should be cleaned down prior to use. There is enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods. 				
Interaction with a person who has Covid symptoms.	4	3	12	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	<ul style="list-style-type: none"> Person to remain at home and follow guidance 	2	3	6	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Lack of information	4	3	12	<ul style="list-style-type: none"> Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively Hazard reporting mechanism are in place and easily accessible Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 	<ul style="list-style-type: none"> Parents issued specific school protocols for school attendance for them to explain to their children Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures Staff are briefed and consulted on school procedures and the plans for re-entry of students Weekly update issued to parents 	2	3	6	
School travel and transport poses a risk to pupils/students	2	3	6	<ul style="list-style-type: none"> Student to be encouraged to walk to school and avoid public transport 	<ul style="list-style-type: none"> Where student need to use public transport, they should use a face covering for the 	1	3	3	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					journey and follow procedures on social distancing. <ul style="list-style-type: none"> School to provide hand sanitisation stations on arrival to school School to provide bins so that students can safely dispose of contaminated PPE 				
Lack of social distancing on arriving to school and leaving school	2	3	6	<ul style="list-style-type: none"> Students to use designated entrances and exits to reduce numbers arriving at or leaving the school buildings at any one point Students should observe the times that they can arrive at the school All students sanitise their hands upon arrival to school. 	<ul style="list-style-type: none"> School to provide hand sanitisation stations School to inform parents of designated year group entrance and exit points Staff on each entrance and exit to supervise 	1	3	3	
Lack of social distancing during drop off to School	4	3	12	Entry to the school: <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Students must enter via the designated, signed (specifically for this time) entrance to the school. Students are required to complete hand washing on entry to the school 	<ul style="list-style-type: none"> SLT to monitor and instruct parents/carers if they gather. Students must adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we will be 	2	3	6	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Entrance doors are held open, reducing the number of occupants touching the doors Hand sanitisation stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school Good hand washing signage to instruct students how to do this effectively is displayed. 	forced to send students home				
Lack of social distancing measures during the departure from School in large groups	4	3	12	<p>Exit from school:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Students who are picked up can do this in the usual way, but drivers MUST NOT leave the vehicle; Students must leave via the designated, signed (specifically for this time) exit from the building Exit doors are held open, reducing the number of occupants touching the doors Students are reminded to sanitise hands as they leave the school building Good hand washing signage to instruct students how to do this effectively Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas Reduced class sizes and staggered finish times for each class to prevent large numbers students leaving at the same time. Parent /pupils to be given social distancing guidance for journey from schools. 	<ul style="list-style-type: none"> SLT monitoring and instruct parents/carers if they gather Students must adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we will be forced to send students home 	2	3	6	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> No parents on site at all. 					
Lack of social distancing measures in teaching environments	3	4	12	<ul style="list-style-type: none"> Students will be taught in 'bubbles' Each 'bubble' will have a designated set of teaching classrooms where the pupils will remain for many of their lessons with the teachers moving between rooms. Classrooms have been organised, where possible, to achieve safe distances between student desks/chairs. Tables are arranged in rows facing forwards Students are managed while entering the room and are asked to sit at desks/work areas Resources for the day are provided in a tray or similar and are cleaned at the end of the day Students and staff use hand sanitiser on entry to the school/classroom The number of teachers (and other staff) that mix with a bubble is restricted to as few as possible. The timetable has been prepared to reduce movement around the school Where possible, all spaces are well ventilated using natural ventilation (opening windows) Teachers have been advised to stay at the front of the classroom and not move around the main body of the room to minimise contact Markings have been added to all teaching rooms to indicate where teachers should not pass beyond Teachers have been asked to keep up to date seating plans in order to aid track and trace if needed 	<ul style="list-style-type: none"> Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings have been removed. This is designed to enable more efficient cleaning of all surfaces Students will have allocated desks which they will use throughout the school day Students have been informed of the equipment that they must bring to school Social distancing signage is in place around the school and in key areas. Students must adhere to the instructions on social distancing. If stringent social distancing cannot be 	2	4	8	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>adhered to, we will be forced to send students home</p> <ul style="list-style-type: none"> Indicator markings on classroom floors to show where teachers must no move forward of have been installed 				
Lack of social distancing measures in social environments	3	4	12	<p>Break time</p> <ul style="list-style-type: none"> Bubbles have been assigned to specific areas during social times. Students may move around the playground as usual but stay within their specific bubble and designated area. Not mixing with students from other bubbles <p>Lunch time</p> <ul style="list-style-type: none"> The school will not operate lunch facilities for every pupil Additional dining areas have been provided to ensure that students remain in bubbles. Lunch areas cleaned before and after each bubbles lunch. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<ul style="list-style-type: none"> Students must adhere to measures that have been put in place and stay in designated areas If social distancing measures cannot be adhered to, we will be forced to send students home Dining is organised so that students sit as far apart as possible while eating. 	2	4	8	
Social distance regulations being broken in break time environments	5	2	10	<p>Social areas are restricted by size, it is essential that students observe social distancing and work with the school to ensure everyone's safety.</p>	<ul style="list-style-type: none"> Students must adhere to the instructions on social distancing. If social distancing measures cannot be 	4	2	8	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					adhered to, we will be forced to send students home				
Large gatherings of children pose transmission risk	3	3	9	<ul style="list-style-type: none"> No physical assemblies. 	<ul style="list-style-type: none"> Leadership teams to take advantage of virtual assembly options All groups to remain as a small unit for ALL activities. 	1	3	3	
Peripatetic teachers				<ul style="list-style-type: none"> Peripatetic teachers can move between schools but this is currently suspended. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. 	<ul style="list-style-type: none"> Maintain distancing requirements with each group they teach, where appropriate. Avoid situations where distancing requirements are broken; for an example demonstrating partnering work. Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. Peripatetic teachers have been postponed 				

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Large movement of students/staff pose transmission risk	4	2	8	<ul style="list-style-type: none"> Students will be assigned specific areas of the buildings and must remain in these areas. Movement to different areas within the schools is reduced as much as possible Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air Where possible, all spaces are well ventilated using natural ventilation (opening windows) Where doors can be kept open without breaking fire safety rules they should be. Additional furniture has been removed from classrooms Corridors are sterile environments and kept as clear as possible Corridor floors are demarcated to show direction and safe distance signage using tape. Times are allocated for each class to move to reduce the need to pass one another in open spaces. Where possible Student remain in situ and staff move to where the students are based. 	<ul style="list-style-type: none"> Staff have been issued with PPE. Face masks should be worn by everyone attending the school site. A face shield is not adequate 	2	1	2	
Lack of ventilation in classrooms	3	3	9	<ul style="list-style-type: none"> All workspaces have windows to allow fresh air and these should be open for at least 30 minutes before the start of each day. All classrooms have been supplied with fans to aid in air circulation 	<ul style="list-style-type: none"> Premises staff to open windows in the morning. Fans have been provided to aid circulation of air where required 	2	2	4	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Visitors to the school cause a risk of transfer including: <ul style="list-style-type: none"> • Parents • Maintenance contractors • External Teachers • Inspectors 	3	3	9	<ul style="list-style-type: none"> • Visiting the school is currently not allowed without prior arrangement. • Parents are not permitted to enter the school building unless invited to do so. • Parents have been informed to call the school office or email if they have any questions or concerns • If parents need to drop off items for students, they should be left at the school reception for staff to collect • The SLT can arrange virtual meetings with parents if face to face meetings are required • Markings have been added to the floor asking visitors to stay back at least 1m from the reception desk • Visitors will only be permitted into the school if they have an appointment • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available • The school contact is required to attend reception in good time to meet their visitor • Meetings with visitors will be via virtual media or phone where possible • Social distancing measures must be adhered to at all times • Face to face meetings in small room or within 2m are not permitted • A space will be provided for such meetings 	<ul style="list-style-type: none"> • All visitors are to be reminded of the hygiene rules. • PPE provided for visitors • Face masks should be worn by everyone attending the school site. A face shield is not adequate 	1	3	3	
Social distance regulations not being observed by staff	4	3	12	<ul style="list-style-type: none"> • Staff are always required to conform with social distancing requirements • School offices are either reduced in occupation and desks positioned to provide adequate separation or staff are moved to other areas to reduce contact 	<ul style="list-style-type: none"> • Each staff area will be assessed, a maximum number of staff will be permitted per room. 	2	3	6	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Staff rooms to have limited occupancy to safely accommodate current staff numbers at safe distance from each other Staff will practice social distancing from students Staff car sharing to move between sites have been asked to wear face coverings 	<p>Signage to be provided by school</p> <ul style="list-style-type: none"> Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants Staff are encouraged to bring their own crockery and cutlery to school and be responsible for washing it Additional signage is in place in staff social areas 				
Staff/students/ parents – not following the isolations protocols after symptoms commence.	3	4	12	<ul style="list-style-type: none"> Staff/students who have symptoms or COVID-19 as well as those who live in a household with someone who has symptoms are advised to stay at home. Where test is positive then the Head teacher should be contacted immediately. When a student or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self- 	<ul style="list-style-type: none"> Parent and Staff mail sent to explain isolation procedures Reminder to parents and staff that the school will follow PHE guidance on self- 	1	4		

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person	
				<p>isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <ul style="list-style-type: none"> All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Where the child, young person, or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. Where test is negative – return to work/school can happen. As part of the national test and trace programme, if other cases are detected within the child or young person’s cohort or in the wider education or childcare setting, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, year group or site. 	isolation and that it must be adhered to					
Equipment and health and safety arrangements										
Spread of virus through surface contact	4	3	12	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes to reduce viral contamination. This includes the following: <ul style="list-style-type: none"> Frequent cleaning of classrooms, Toilets, common areas and dining halls 	<ul style="list-style-type: none"> Classrooms furniture and soft furnishings have been reduced to improve the ability to effectively clean 	2	3	6		

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, and equipment. Classrooms will be cleaned at lunch breaks and after school Toilets will be cleaned in the morning, after break, after lunch and at the end of the day Canteen areas will be cleaned throughout break and afterwards Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person 	<ul style="list-style-type: none"> If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings. Additional cleaners have been employed to clean areas during the school day. Additional measures (wipes and spray) have been introduced to sanitise contact surfaces between lessons 				
Hygiene and contamination issues	4	3	12	<ul style="list-style-type: none"> Hand washing/sanitisation is recommended frequently and required at the following times: Entry and exit from the school After using the toilet 	<ul style="list-style-type: none"> Signage is located adjacent to each wash station or sink reminding occupants 	2	3	6	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> On entry to the dining hall Before and after eating On entry and exit from each classroom. Unnecessary touching of the face is discouraged. Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm All bins emptied daily. Hand washing sinks are located within each toilet provision Additional toilet blocks have been provided 	<p>to wash their hands and how to do it effectively</p> <ul style="list-style-type: none"> Hand washing stations or hand sanitiser dispensers are close to each student, staff and visitor entrance to the school and most classrooms have sanitising facilities. All those entering the school are required to sanitise their hands All students should sanitise their hands prior on entry to the dining hall 				
<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid Lack of trained first aiders 	4	5	20	<ul style="list-style-type: none"> The school will provide a specific room dedicated for suspected cases of COVID-19 Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate First aiders required to assist this person will wear full PPE including, apron, gloves, visor and mask First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice 	<ul style="list-style-type: none"> Additional staff have been identified to receive first aid training 	4	2	8	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
<ul style="list-style-type: none"> • Dealing with a suspected case of Covid-19 • Inappropriate handling / removal of clinical waste 				<p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full • The plastic bag is placed in a second bin bag and tied • It is put in a suitable and secure place and marked for storage until the individual's test results are known • Waste is stored safely • Waste is not put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours • If the individual tests negative, this can be put in with the normal waste • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste 					

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<p>collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</p> <ul style="list-style-type: none"> Headteacher to be informed immediately of any staff or children with symptoms. When symptoms (see full range of NHS Covid-19 symptoms) are detected the person is to be removed to the first aid room until they can be collected 					
Unsuitable management /use of toilets	4	3	12	<ul style="list-style-type: none"> Additional toilet blocks have been provided by the school Bubbles will be assigned to specific toilet blocks Toilet in use signs are in use Toilets are cleaned throughout the day Toilets and wash stations have single use paper towel for drying hands WC's and Toilets are to be thoroughly cleaned twice each day and paper waste removed from bins daily and taken outside Eating and drinking should only happen in designated places Cleaners/site team to use disinfectant in toilet areas. Anti-bac wipes should be available to staff to wipe down surfaces they come into contact with 	<ul style="list-style-type: none"> Additional cleaners have been employed to clean and sanitise high contact areas throughout the school day 	3	3	9	
Kitchen and catering (including potential partial closure or shut down)	3	4	9	<ul style="list-style-type: none"> Caterers to confirm all staff trained and have read the school risk assessment documents Catering staff to observe all social distancing practices in the school setting. Caterers to ensure sufficient staff to support staff absence. 	<ul style="list-style-type: none"> 	1	3	3	Caterlink

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Cleaning regimes	4	3	12	<ul style="list-style-type: none"> Frequent cleaning of all work areas and equipment between use. Frequent cleaning of objects and surfaces that are touched more often than most, i.e. door handles Ensure that there are sufficient disposal arrangements. Encourage employees to wash hands before entering a vehicle. Retain enough hand sanitiser / wipes to operate in case of supply issues. 	<ul style="list-style-type: none"> Additional cleaners have been employed to clean and sanitise high contact areas throughout the school day 	2	4	8	Grade One
Hygiene – Hand Washing, Sanitisation Facilities and Toilets	4	4	16	<ul style="list-style-type: none"> Use posters and signs to enhance awareness of good handwashing techniques. This should include the need for increased handwashing, no touching of the face and to cough or sneeze into your arm. Ensure hand washing stations are regularly topped up with sufficient soap. Provide enough hand sanitiser where handwashing is not possible. Provide more waste facilities and more frequent rubbish collection. Provide anti-bac wipes for regular wipe downs of toilet services. 	<ul style="list-style-type: none"> 	2	4	8	Grade One
Well Being Arrangements									
Protection for most vulnerable children is inadequate	2	4	8	<ul style="list-style-type: none"> KIT calls in operation 	<ul style="list-style-type: none"> The most vulnerable children have been RAG rated by the DSL. This is reviewed weekly and in conjunction with Social Care. Ensure appropriate 	1	4	4	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<p>support is in place for these children on return – ensure there is time to talk.</p> <ul style="list-style-type: none"> Ensure back up DSL trained staff are always on site or available. 				
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2	3	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. School provides free access to counselling service 	<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Councillor capacity is made available 	1	3	3	
Pupils and staff are grieving because of loss	3	4	8	<ul style="list-style-type: none"> Schools show support for employees, students, and families School provides free access to counselling service 	<ul style="list-style-type: none"> The school has access to trained staff who 	3	3	9	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
of friends or family and this impacts mental health					can deliver bereavement counselling and support. <ul style="list-style-type: none"> Support is requested from other organisations when necessary. 				
Premises									
Failure to prepare appropriately for lockdown	2	5	10	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings 	<ul style="list-style-type: none"> The school continues its ongoing premises management routines including: <ul style="list-style-type: none"> Maintenance Water hygiene controls Health & safety inspections Responsible person undertakes a site survey prior to opening and staff briefing includes any work required to be undertaken 	1	3	3	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Social Distancing by admin staff	3	3	9	<ul style="list-style-type: none"> Further increase the frequency of handwashing and surface cleaning. The activity / task time must be kept as short as possible. Back-to-back or side-to-side working is more preferred as opposed to working face-to-face working. Reduce the number of people each employee has contact with by creating 'fixed teams or partnering'. 	<ul style="list-style-type: none"> Anti-bac wipes are available to staff to wipe down surfaces they come into contact with Face masks should be worn by everyone attending the school site. A face shield is not adequate 	1	3	3	
Meetings	3	3	9	<ul style="list-style-type: none"> Consider using remote working tools to reduce in-person meetings. Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance. Where meetings need to be held, consider holding them in a large well-ventilated area Provide hand sanitiser in meeting areas. If meetings are held on a regular basis, then use floor signage to help employees maintain social distancing. 	Meeting to be conducted remotely	1	3	3	
Canteen Cleaning	4	3	12	<ul style="list-style-type: none"> Install extra bins for collection of used towels. Increase the frequency of handwashing throughout the working operation of the canteen areas In addition to the above, consider additional cleaning and disinfection measures are put into place. 	<ul style="list-style-type: none"> Food to be provided in disposable takeaway boxes Ensure staff/students wash their hands before handling takeaway boxes or food 	2	3	6	Caterlink

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					<ul style="list-style-type: none"> Canteen staff to maintain social distancing from students All food items to be handed to students to reduce the amount of contact 				
Use of confined space such as student changing rooms	4	3	12	<ul style="list-style-type: none"> Changing rooms currently not used. 		1	1	1	
Trips, visits and offsite activities	4	4	16	<ul style="list-style-type: none"> All cancelled until further notice due to not being able to manage appropriate risk controls Staff should not share transport to school or on school business. 		1	1	1	
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	3	3	9	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. electrical testing) have been designated as essential work and so are set to continue. These works have been scheduled during holiday times where possible Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	<ul style="list-style-type: none"> Management of the schools to be undertaken to limit the areas of the schools used Assurances have been sought from the contractors that all staff attending the setting will be in 	1	3	3	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
					good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained				
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	3	5	15	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements Safe exit via the nearest final exit Training occupants of any changes to evacuation Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school Use of the school has been reduced to enable safe sweeping and evacuation 	<ul style="list-style-type: none"> All other fire system testing and maintenance has continued as normal. Staff and pupils have been briefed on any new evacuation procedures Incident controller and fire marshals have been trained and briefed appropriately 	1	5	5	
Fire marshals absent due to self-isolation	3	3	9	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. Schools to consider zoning the use of the school 		1	3	3	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Policies/Systems and Implementation									
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	2	6	<ul style="list-style-type: none"> All relevant policies have been updated/revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents, and governors have been briefed accordingly. 		1	2	3	
Staff are not trained in new procedures, leading to risks to health	3	4	12	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 		1	4	4	
Pupils' behaviour on school premises does not comply with social distancing guidance	4	4	16	<ul style="list-style-type: none"> Only vulnerable students or those students who are the children of critical workers should attend site Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. 	<ul style="list-style-type: none"> Students must adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we will be forced to send students home 	2	4	8	

COVID-19 risk due to...	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils, and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 					

Assessors Name:	Gerry McCaughan	Date of Assessment:	4th Jan 2021
Approved By:		Date of Review	15 th Feb 2021