

September 2020 back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK			
	Ebor Academy Trust				
Academy	Robert Wilkinson Primary Academy				
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment				
DETAILS OF ACTIVITY September Reopening					
RISK ASSESSMENT LOG REF					
OTHER RISK ASSESSMENTS CROSS REFERENCED*					
WORKPLACE INSTRUCTION REF					
DATE OF ASSESSMENT	04/01/2021				
MANAGER CARRYING OUT RISK ASSESSMENT	Chris Evans/RWPA SLT				
NAME OF EMPLOYEE CONSULTED					
LOCATION OF ACTIVITY	RWPA				
Headteacher / Principal Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.					
	Signature	Date			
		04/01/2021			
		Assessing level of residual risk = impact x likelihood			
		IMPACT		LIKELIHOOD	
Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	
Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)		
Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)		
Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)		
Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur	
What the final score tells you in relation to level of risk					
		1 – 5	Very Low		
		6 – 10	Low		
		12 – 15	Medium		
		16 – 20	High		
		21 - 25	CRITICAL		



In welcoming back all of our pupils and staff, it is critical that safety and wellbeing is at the forefront of all of our thinking. The main guidance around this is: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been designed to

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the leaflet together we have taken on board a wide range of new guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 11 systems of control around prevention and control:

Prevention:

- ① minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ② Where recommended, the use of face coverings in schools.
- ③ Clean hands thoroughly more often than usual
- ④ Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 2
- ⑤ Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- ⑥ Minimise contact between individuals and maintain social distancing wherever possible
- ⑦ Where necessary, wear appropriate personal protective equipment (PPE)
- ⑧ Always keeping occupied spaces well ventilated. Numbers 1 to 5 and 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection:



- ⑨ Engage with the NHS Test and Trace process
- ⑩ Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ⑪ Contain any outbreak by following local health protection team advice Numbers 9 to 11 must be followed in every case where they are relevant.

In the event of a local lockdown we will follow public health guidance. Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

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Recognising the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.



A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***



RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<p>STAFF WELLBEING</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>				
<p>Incase of a local lockdown the school will follow PHE guidance</p>				
<p>Social distancing ①⑤</p>	<p>Staff at risk due to infection from working too closely with others</p>	<p>Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times for staff</p>	<p>Maintain 3 staff rooms</p> <ol style="list-style-type: none"> 1. Main room for KS1& EYFS 2. Cook School for KS2 3. Office kettle/kitchen area for admin team <p>Signing in via main entrance and out via old entrance Staff to bring own personal dining set (cutlery/crockery) to wash, clean and store separately.</p> <p>A rota is in place for lunch and breaks limiting the number people in one area at any one time</p> <p>Vast majority of staff to be off site by 4.30pm to enable cleaning staff to work safely</p> <p>It is staff choice whether they wish to wear a mask on a daily basis (provided by themselves and washed regularly) there is no restriction placed by the school .</p>	<p>Staff understanding their responsibilities and adhering to Social Distancing and cleanliness reduces the risk.... we will all need to be responsible for supporting and reminding each other</p> <p>Some sharing of equipment is inevitable (eg kettle) Additional cleaning equipment will be on hand and nearby sinks allow for regular cleaning reducing risk</p>



			School encourages staff members to bring one in case of emergency and to wear them wherever that there is a risk	
		Visors and Face masks	<p>Visors were provided for all Ebor Staff in Sept. It is recommended that all staff should carry a face mask with them (own personal one). It is an optional choice to wear them but when at school staff are actively encouraged to wear them where there are busy environments or a risk of becoming a contact for someone. Staff may wear face masks/visors in classes too to increase personal safety</p> <p>Staff are also encouraged to bring a change of clothes.</p>	
		Signage to remind about distancing	Signage updated	
		Ensure staff are aware of procedures	<p>Key information shared electronically to all staff prior to brief Orientation session on training day and refreshers of RA shared throughout the year with regular bulletin reminders.</p> <p>eg Current Risk assessment/safeguarding protocols/checklists/posters for information</p> <p>A staff daily checklist produced as a reminder</p> <p>Regular staff reminders to reinforce expectations and staff personal responsibility to remind each other</p> <p>Key Phrase 'Don't be a Contact' explored and understood by all staff.</p> <p>Signage reminders in place</p>	
		Encourage engagement with test and trace	<p>School will have a small set of Covid Test kits (for reluctant engagers)</p> <p>Test and Trace reminders given by Governments and LA updates</p>	
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	All staff to read and understand PPE guidance	<p>At times of emergency care of adults or pupils will present challenge and of course emergency will take precedence</p> <p>Pupils who show violent behaviour or tendency to run present challenge</p>



Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Protected PPA rota system to allow staff to plan and prepare Ensure staff are aware of wellbeing support that is available Ensure that staff understand that they have the support to alter the timetables for their classes should they feel inadequate time is given to something or safety is being compromised	
		Regular one to ones with staff to discuss wellbeing	Staff understand that their normal line manager systems are still in place and they can discuss wellbeing as it is needed. Team leaders and line managers will check in regularly with their team.	
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required	Surgical masks are to be made available should a member of staff present with a cough (This may be caused by allergens) to cover mouth & nose, and staff may bring their own masks too. Staff instructed on using PPE equipment and disposing of them safely See PPE section for safe use measures to put in place	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	New year groups to be set up in google classroom swiftly at the start of term. Pupil log in information is easily accessible for sharing. Staff will utilise medium and long term planning to inform home learning along with guidance from the Ebor working party on effective use of IT Parents informed in advance that the google classroom/Tapestry for FS1&2 and Seesaw will be the vehicles for home learning if needed.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		3	3	9
AREAS OF CONCERN				



<p>CHILD WELLBEING</p> <p>https://www.gov.uk/guidance/supporting-pupils-wellbeing</p> <p>https://www.gov.uk/guidance/supporting-pupils-wellbeing</p> <p>https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance</p>				
<p>Social distancing ①②③⑤</p>	<p>Transmission of virus through close contact</p>	<p>Schools to develop plans for group sizes and maintaining consistent group sizes</p>	<p>Children will be in class bubbles for all lessons and in year group bubbles for break and lunch times and the sharing of toilets. Staff to incorporate child friendly reminders of maintaining a reasonable distance whilst in their own class and across their year group bubbles. See individual risk assessments for children who require 1:1 support.</p>	<p>Teachers maintaining a safe distance from children may not always be possible so therefore staff are to ensure adequate space is made to teach from and a clear path is made to the exits to the room..</p>
<p>Wellbeing</p>	<p>Children may be anxious with new rules and protocols</p>	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed</p>	<p>A child friendly document called 'Staying safe in School' to be shared in advance with parents and children (along with a parent guide)</p> <p>Transition is supported through social stories and class transition videos Staff to meet and greet pupils to welcome them each day, hold check-ins and a sharing of the day ahead. Lunchtimes and break times to be timetabled so that children are able to maintain a distance to other bubbles of children when accessing outdoor areas. Toilet area rota in place and to have signage so children are aware of the number allowed in there at any one time. Class teachers and bubble leaders ensure that pupils visit toilet before any outside play activity in order to limit those that need to return</p>	



		Additional support to be available to work intensely with children in particular at start of term	A timetable of focused wellbeing activities (45 mins per day initially) is in place to re-connect pupils with school routines, our values and behaviours. Staff to maintaining a high alert awareness around pupils who are showing anxiety or wobbly behaviour and to set regular time for restorative/supportive conversations Staff to work flexibly in their teams to enable staff to be able to hold restorative/supportive conversations. Wellbeing team in place to guide and support class teachers work	
		Close monitoring and observation of children to identify any signs of distress	As above	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection				



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

<p>Travel to school ①⑤</p>	<p>Virus may spread if too close contact</p>	<p>Minimise number congregating at same times by offering staggered start and end times where appropriate</p> <p>Allocate supervised group collection points</p>	<p>Parent advice leaflet - suggesting avoidance of public transport and wear face coverings and increase opportunities for walking to school or cycle usage.</p> <p>Parent checklist to remind them of the importance of social distancing following Gov Guidance when travelling to school and arriving on site given and updated regularly and shared with parents on a regular basis.</p> <p>Staggered start times to allow parent/children to arrive and check in during a 20 minute window This minimises footfall and traffic at the school entrance and across the site</p> <p>Signposts to guide staff and parents to different entrance and exit points.</p> <p>Designated handover areas to minimise grouping of parent/child</p> <p>A high outside staff presence at the start of the day will reduce risk</p>	
		<p>Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed</p>	<p>Ensure those who use public transport are clear on the protocol for arrival at school</p>	
		<p>Ensure children over 11 yrs are aware they must wear a mask on public transport</p>	<p>Ensure those who use public transport are clear on the protocol for arrival at school</p>	
<p>Social distancing</p>	<p>Virus may spread if too close contact</p>	<p>Designated and marked out parking area for contractors and guests with safe distance</p>		



⑬⑤				
		Number of entrances/exits at site maximised and limited to groups where practical	One way system in place to maintain a flow around the school site. Identified areas for collecting pupils in place	
Transport ⑮	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Parents encouraged to walk or cycle	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	At present we are unaware of any families who use public transport	
		Guidance given to early years Staff on dealing with soiled clothing	Staff to use PPE in order to support/guide pupil to change and clean themselves in the nearest appropriate toilet (or disabled toilet). Clothing to be bagged up and stored for parent collection in a location agreed by office team	
		Area to change allocated, Bags to put clothing in provided	As above	
Airborne transmission ⑬	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored with controlled access and disposed of after a year	New parents will be expected to complete correct forms. all other pupil information is stored on Integris. A reminder is to be sent to parents to update any allergy or health check information.	
		Health check questions to be asked before a child enters premises. Information to be securely stored with	Pupils included in the keeping clean and healthy talk. A January reminder sent to all parents and shared with all children	



		controlled access and disposed of after a year		
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctors note for non attendance	At staff briefing update and remind periodically	
Preventing those with specified health conditions from risks arising from attending ①②⑤	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Inform parents and teachers that Children with allergies which cause coughing or similar symptoms to Covid 19 must not attend the provision Clear guidance given to parents around Covid symptoms and taking responsibility for testing	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	One way system in place to maintain a flow around the school site. Identified areas for collecting pupils in place Regular reminders to parents around protocol shared.	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area		
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes/hand sanitiser by sign in screen to wipe after every touch / use and clean hands	Contractors and guests to report to main office with safe distance and directed to appropriate safe spaces	
Close contact and airborne transmission	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked	Where removing the packaging outside proves impossible (many small items/heavy rain etc)	



⑮		up wearing disposable gloves which are then disposed of along with the container and the outer packaging in the school bins before the order enters the school building	Disposable gloves should be used to store the new items - where packaging can them be removed ensure it leaves the building swiftly or ensure it is stored for 48 hours before use	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Regular reminders for Parents to ring ahead to make an appointment with the school office team or SLT. Where a more immediate visitation is needed ensure social distance is observed and swift movement to a designated safe space is made	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Regular reminders for Parents to ring ahead to make an appointment with the school office team or SLT.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission	Staff/Children/Contractors	One way systems where possible	Rehearse with class bubble groups the routines and measures in place to help separate bubbles, minimise internal footfall in corridors and help all others to do their work without being disturbed. (wonderful walking) External routes to be used whenever practicable with appropriate signage in place	Not possible to introduce an internal one way system as some corridors are link corridors or one way upstairs (main corridor, Year 4 stairs, Year 2 stair) (risk reduces IF staff etiquette, staying to the left hand side and following social distancing is adhered to along with the reduction of movement around school due to use of outside classroom doors, staffroom spaces located in two different areas across school



⑮				and walkie talkie systems in place for assistance)
		No assemblies unless via hangouts or within class groups	A plan to run year group assemblies may take place in the white hall or brown hall with paces or larger group assemblies can happen via google meet in classrooms	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	All staff understand our school code of conduct and how we try to maintain a calm voice at all times. A hand signal is used for attention Staff to encourage quieter voices	
		Rotas and systems to avoid contact between groups	In place	
		Pinch points and bottle neck points identified and managed accordingly.	Use of signage and regular reminders for staff and pupils is in place	
		Identify where screens would help prevent transmission of virus	Mainly at main reception desk... sanitiser and wipes available	
		Signage in place to remind people and daily reminders from line managers		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 3	Impact 4	Score 12
AREAS OF CONCERN The movement around school will be monitored around school carefully during the first week and adjustments made. All staff understand their responsibility to reduce movement around school and show courtesy after updated briefing sessions				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS				



<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<p>Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission</p>	<p>Staff/Children potential exposure to virus through close contact or picking it up from surfaces</p>	<p>Classrooms to be organised to maximise distancing</p>	<p>See below for spacing</p>	
<p>①②③④⑤</p>		<p>Enter classroom either as freeflow from morning drop off or as alphabetical order at other times, to maintain distance within the room.</p>		
		<p>Consider classroom arrangements for seating where children can be spaced and limit face to face transmission to adults or each other</p> <p>Arrange seating in a safe way, maintaining a reasonable distance between pupils, and enabling the</p>	<p>In several classrooms seating in rows does not leave space for adequate teaching space and leaves the pupils all facing the teacher. It has been agreed that in order to deliver safe teaching and enable the curriculum to be effectively taught, then tables in groups of up to 6 can be made where 2 tables can be placed facing each other. This maintains a reasonable distance between pupils, allows groups to work and support each other effectively, space for the teacher to give more individual or group support by teaching to the side or behind pupils rather than directly in front.</p>	<p>Acceptance that some pupils ability to social distance will be variable both with each other and with staff</p> <p>Individuals with high needs will find social distancing very difficult</p> <p>(All members of staff must put in place regular reinforced routines to train both the pupils and themselves to reduce risk)</p>



		curriculum to be effectively taught.		
		Minimise face to face child/teacher time	As above	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	<p>Classroom staff to carry out disinfection of all regularly touched indoor surfaces & equipment between morning and afternoon session where possible especially after pupils have eaten lunch This includes a final wipedown at the end of the day. Fixed group bubbles, automatically reduce risk. Resources to be allocated to class bubbles only and not to be shared across bubbles unless cleaning or quarantining equipment has taken place Concerns around items that have been shared - (particularly if there is a suspected case) place into quarantine for 48 hours before being returned for use by another pupil</p> <p>There is a precedent in place for the hall space/music room as an alternative classroom should a suspected case occur to allow proper cleaning before return to the classroom</p>	<p>Storage of cleaning equipment must be high up in a teacher cupboard away from pupils</p> <p>(Daily checks by classroom staff and regular checks by caretaking team)</p>
		Resources shared between classes or across bubbles, such as sports, art and science equipment should be cleaned appropriately and always if it is to be transported and used between different bubbles. An alternative is to rotate equipment to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	<p>There is an acceptance that some resources that are used within the bubbles may be shared.</p> <p>It is up to staff to ensure that the quality and cleaning of equipment happens on a regular basis.</p>	



		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	<p>This is a key aspect of mitigation.</p> <p>Staff will be encouraged to wear warm clothes when weather becomes more adverse and maintain a flow of air.</p> <p>When temperatures are more extreme and classrooms need to warm up, ventilation between sessions becomes very important. In these cases open all doors and windows for the length of the breaktime.</p>	
		Own equipment only to be used by each child or allocated equipment for sharing within own bubble where possible		
		Mark out areas to reinforce distancing (NOT PRACTICAL)		
		Regular awareness briefings by line managers, posters, manager spot checks	<p>Before start of school, each half term, carry out a site visit to each classroom to ensure there is a clear path from the teaching area to the door. Where this is not in place rearrange the room</p> <p>Additional spot checks for all cleaning and sanitizing equipment in place.</p> <p>Staff know to report missing products to Andy Driffield/Admin team</p>	
<p>Early Years and KeyStage One (Yrs 0-2)</p> <p>Preventing transmission of virus in the classroom through close contact or</p>	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	<p>Classroom staff to carry out disinfection of all regularly touched indoor surfaces & equipment between morning and afternoon session where possible especially after pupils have eaten lunch</p> <p>This includes a final wipedown at the end of the day.</p> <p>Fixed group bubbles, automatically reduce risk.</p> <p>Resources to be allocated to class bubbles only and not to be shared across bubbles unless cleaning or quarantining equipment has taken place</p> <p>Concerns around items that have been shared - (particularly if there is a suspected case) place into quarantine for 48 hours before being returned for use by another pupil</p>	



surface transmission ①③④⑤			There is a precedent in place for the hall space/music room/ASC/art room as an alternative classroom should a suspected case occur to allow proper cleaning before return to the classroom	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERNS				
STAFF REST ROOMS				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	<p>3 staffing facilities in operation to reduce number of staff in these areas (Cook School/Staff room/Admin kitchen classroom)</p> <p>Staff understand the importance of hygiene for themselves and for others.</p> <p>Rota in place for breaktimes and flexibility given to staff to enable them to go to facilities to allow a spread of staff throughout the day.</p> <p>It is recommended that all staff should carry a face mask with them (own personal one/regularly washed). It is an optional choice to wear them but when at school staff are actively encouraged to wear them where there are busy environments or a risk of becoming a contact for someone.</p>	<p>Personal levels of hygiene do vary from staff member to staff member and a high degree of trust is needed</p> <p>There will be a high degree of personal responsibility placed on each individual staff member</p>



			<p>Staff may wear face masks/visors in classes too to increase personal safety</p> <p>Signage in place to remind staff to maintain minimum recommended Government distancing rules to avoid 'being a contact'</p> <p>Ensure staff place a high priority on personal hygiene through awareness CPD/orientation and regular briefings/communications by line managers and signage posters</p> <p>Check compliance through a schedule of spot checks allocated to an accountable person</p>	
		Cleaning schedule in place to ensure equipment cleaned after use	<p>Ensure cleaning materials are available in order to wipe door handles and surfaces after use. Ensure staff know to inform the site team if cleaning materials are running low</p> <p>Maintain a log of checks on cleaning schedule</p>	
		Own utensils used	Staff to bring own personal dining set (cutlery/crockery) to wash, clean and store separately.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 2	Score 6
AREAS OF CONCERN Staff rooms and office rooms to be regularly reviewed to consider appropriate configurations of furniture and workstations to allow for social distancing.				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	Equipment that is to be shared will have been cleaned between sessions and if equipment is crossing bubbles of children where possible left for over 72 hours before reuse.	



<p>②③④⑤</p>			<p>Staff all have access to own personal First aid equipment to reduce sharing. Personal responsibility to refill after use</p>	
		<p>Encourage outdoor play wherever possible</p>	<p>Yes</p>	
		<p>Rota and segregation for outdoor space to maintain distancing</p>	<p>In place</p>	
		<p>Rota for cleaning play equipment</p>	<p>Expectation is in place for any shared play equipment to be spray cleaned or wiped at the end of a session or in between use</p>	
		<p>Music provision No singing, wind or brass instrument playing</p>	<p>Curriculum music lessons to continue with safe distancing ventilation & regular cleaning of equipment. Currently music lessons in RWPA do not include singing in large groups in school. Some small group singing may happen in appropriately spaced areas following PH advice Peripatetic instrument lessons - Instrumental teachers must follow school guidance ie. mask when walking through school, safe distancing, mask &/or visor, RWPA will provide cleaning equipment in all teaching spaces for teachers to clean chairs, door handles etc. between lessons. Windows should be kept open and the teaching room aerated as much as possible between instrumental lessons. Peri teachers must have read the EAT/RWPA Risk Assessment</p>	



HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 3	Impact 3	Score 9
COMMENTS OR CONCERNS			
MEAL TIMES https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely			
Close contact and surface transmission ④⑤	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	Years 2 to 6 classrooms to be used and food to be delivered by mid day supervisors. Brown hall to be used for younger aged pupils (years EYFS 1,) to manage mess. Adequate staffing to be present to clean tables in between use and monitor pupils.
		System in place to collect lunch boxes; ensures distancing can be maintained	Lunch trolleys in situ in year group bubble areas
		Catering staff treated as a group	Ensure kitchen staff have an orientation session/meeting with Hutchinsons to work through on site practice. CST to make arrangements with caterers and review their H&S measures??
		All food waste must be disposed of in black bags/compostable bags	Black bin bags in each classroom emptied and disposed of at end of each day



HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood) 2	Impact 2	Score 4
AREAS OF CONCERN Review lunch arrangements in the hall regularly in Sept			
CHILDREN WITH COMPLEX NEEDS https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people			
Risk of cross contamination when dealing with children with complex needs 3456	Anyone in building could be exposed to virus through close contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	Individual risk assessments in place for children with complex needs Train staff in the use and appropriateness of the risk assessment Have available, and ensure staff are trained, in a risk assessment to enable personalised provision and personalised management plan to include used of PPE Plan to help Children understand concepts like 'personal space' 'safe space' and how to 'keep themselves and others safe' - build a routine to help this to embed over time Have available a physical intervention plan with full PPE assessment to use as required Plan in place to deal with children who repeatedly demonstrate misbehaviour-
Access/egress in building	Staff/Children/Contractors		Visitors sign in, use hand sanitiser, briefed and moved to safe areas



⑤				
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets ②④⑤	Staff/Children/ Contractors	Ensure cleaning rota in place	in place (If staff clean after themselves and use the toilets near to their work areas then risk is reduced Toilets that are shared are now timetabled to have a mid/ late morning clean ready for lunchtime)	
		Process in place to ensure adequate supplies of cleaning materials at all times	Regularly reviewed by cleaning team and premises team	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Year groups agree timings for toilet use Regular and clear reminders and instructions and posters to remind pupils of cleanliness	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	in place	



②③④				
		Ensure adequate supply of paper towels and wipes	in place	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREA OF CONCERN				
MAINTAINING HYGIENE				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Hygiene practices ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Where at all possible, children will spend the majority of their time in their class bubble. It is only when this is not possible, playtime and lunchtime, that children will be in a year group bubble. Risk will be minimised contact and maintaining distance.	
		Ensure sufficient washbasins so everyone is able to wash hands regularly	All classrooms have washbasins with adequate facilities for children and adults to wash hands at regular intervals.	
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Staff are aware of the procedures (guidance has been shared) to ensure children are washing hands correctly.	



		Build washing hands and 'catch it kill it bin it' into the culture	Handwashing will be built into the everyday routine - when entering school, playtime, lunchtime etc. Signs are present around school to promote good hygiene practices.	
		Enhance cleaning regime for busy areas	Additional clean for toilets and staff areas mid morning. Class teachers use cleaning station to clean regularly touched surfaces in classes	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	All classrooms, meeting rooms, workstations and staff rooms have either hand washing facilities or hand sanitiser - in classrooms hand sanitiser is stored out of the reach of children.	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative	See above All staff have seen hand washing guidance and are aware of the needs of the children they are supporting and therefore are knowledgeable around when a pupil may need support with handwashing.	
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Identified surfaces which have frequent human contact are cleaned throughout the day following the touch-point cleaning guidance.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				



USE OF PPE – order via estates

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Ensuring safe and effective use of PPE ②⑥	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Ebor guidance shared and PPE equipment box in each classroom base and staff room and in medical room	
		Ensure sufficient PPE available	Premises team to monitor	
		Ensure process in place for safe disposal of PPE	Identified bin near rear exit	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9

AREAS OF CONCERN

CONTRACTORS

Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors		
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		Ensure declaration is signed prior to entering site	Need a signing sheet to go with CST guidance document	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	need a set of easy to read guidance from CST	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CARETAKING				
https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Safety and Provision ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe	CST to provide school/caretaker with regular list of jobs/compliance checks	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed		
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use		
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy		



		Roberts if lack of staff make this impossible to manage locally		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
GENERAL CLEANING				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	CST to provide a checklist for the cleaning team and caretaking team to discuss, understand and know why each part is important	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.		
Surface transmission	ALL	Areas of common use, such as corridors and toilets to be		



④		cleaned regularly throughout the day		
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc		
General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas		
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method		
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				



TOUCHPOINT CLEANING				
Airborne and surface transmission ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Refresher training and information shared with all staff in week before Sept term starts	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	CST to produce a clear flowchart of steps to follow	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				



Review after each suspected case to check, review and monitor school systems

WASTE MANAGEMENT PPE

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Airborne and surface transmission

ALL

All outer packaging must be removed and recycled before an item is taken into school

246

All food waste must be disposed of in black bags/compostable bags

Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required

Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA

Likelihood
3

Impact
3

Score
9

AREAS OF CONCERN



MANAGING PREMISES				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	CST to provide a checklist that school and premises team can follow	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
Areas of concern				
POLICIES				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area				
https://www.gov.uk/coronavirus/education-and-childcare				
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools				



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

Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances Staff and children briefed accordingly	Basic medical supplies to be located within class base to avoid staff needing to move from class bubbles	
Emergency evacuation whilst maintaining social distancing	Staff/Children/contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. Share with staff once plan devised Put new / additional signage out if required PEEPS should be reviewed and amended accordingly.	PEEP to be shared at staff training morning 7.9.20 Drill to be carried out for fire with the first 2 weeks	
Administering First Aid & administration of medicines safely Close contact and surface transmission	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings). Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/suspected infection with Coronavirus Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks	Designated First Aid prepared staff in all locations. Walkie Talkie's used to call for assistance if needed. All bubbles to have a basic First Aid kit. First aid arrangements to be shared within meeting 7.9.20.	



		<p>1st aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p> <p>Process in place to undertake temperature checks</p> <p>Disposable forehead thermometers and PPE available.</p> <p>Provide instruction to staff and notify parents that Children with a cough must be sent home – reminders to staff in daily briefing</p>		
<p>Suspected case of COVID-19 in School Close contact and surface transmission</p>	<p>School Staff / Teachers /Parents / Visitors to School</p>	<p>Flowchart for procedure has been shared with staff and is displayed across the school</p> <p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material</p> <p>Process in place for contacting parents</p> <p>Room set aside for symptomatic children(ideally with a window that can be opened to provide ventilation)</p> <p>Ensure appropriate distancing is available / marked out in the identified rooms.</p>	<p>Chair in the Brown Hall (space 1) medical room (space 2) to be used for symptomatic children</p> <p>Parents to ensure they have shared two emergency contact numbers so that if a child is unwell someone is on standby.</p>	



		<p>Process in place to move a symptomatic child to a separate room</p> <p>Masks available for supervising adult in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p>		
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>	<p>Likelihood Possible - 3</p>	<p>Impact Moderate - 3</p>	<p>Score 9 - Low No action required</p>	
<p>COMMENTS OR CONCERNS</p> <p>Weekly briefing on Monday 8 am / Daily briefing Google Meet 8:15am</p> <p>We have a lack of rooms generally that can be used for this, then add in with external windows for ventilation and it is more challenging.</p>				