



*This risk assessment identifies minimum controls measures.  
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific. **PRIMARY***

Version 1d September 2020

**RISK ASSESSMENT FORM**

<b>Assessors name:</b>	<b>Date of Assessment:</b> July 2020	<b>Activity/Task:</b> Using School post COVID-19 pandemic lock-down in September
<b>Directorate:</b> Education	<b>Drapers' Pyrgo Priory School</b>	<b>Principal:</b> Louise Fisk

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	All children and staff to be divided into 'bubbles';  Nursery bubble, Reception Years 1 and 2 bubble, Years 3,4, and 5 bubble, Year 6 bubble And a Breakfast Club bubble Admin Team Bubble SENDCO, including SLT to be in their offices,  Each child and adult will primarily be in their class/ office but the above wider bubbles will be used for breaks, lunch times and allocating areas.	Likelihood: 3 Consequence: 5 Risk Level: 15		

				<p>If any member of a bubble tests positive to CV, all members of that bubble will isolate and be tested.</p> <p>Staff who must access all areas of the school e.g. caretakers, admin and SLT to have their duties made as safe as possible by bubble staff by avoiding unnecessary requests, leaving bins accessible etc...</p> <p>All teaching staff to go home when essential work is completed – not to remain on site unnecessarily.</p> <p>Children to be admitted only where it has been agreed in advance and essential information including a CV home-school agreement has been shared and signed.</p> <p>Strict drop-off and pick up routines</p> <p>Strict hand-washing regime.</p> <p>Increased cleaning presence.</p>			
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				Numerous other measures listed below.			
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/part of playground etc.]) Traffic Management risk assessment will need amending.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Staff to have access to Pyrgo main car park with additional spaces identified to staff to use.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
		Review absence reporting procedures to ensure sufficient time to notify parents of affected group.		Addendum to staff handbook given to all staff in September with clear protocol. Staff members MUST telephone and not email/text/WhatsApp  Every staff member to have emergency contact numbers and email addresses of SLT and Admin Manager			
		Staff may only transfer from one group to another as a 'one off' transfer only if <u>absolutely necessary</u> .		This is not possible as we have adults whose role is to work across the school. We will ensure we timetable where we can to reduce the staff transfers daily with most staff. For staff who have to transfer between groups we will ensure a introduce a cleaning and hygiene			

				schedule- wash hands thoroughly before entering new group, use of antibacterial wipes to wipe any surfaces e.g. shared computers and monitors in new group.			
		Consider the health risks of anyone in the group or their households have any underlying health conditions which put them at especially at risk.		We will offer individual Risk assessments to any staff in this group who request this			
		f the staff member tests positive for Covid-19 within 14 days of transferring then both groups would be required to isolate.		Staff rotation register maintained for ease of tracking.			
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement.  Contractors asked health check questions on arrival.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Hand cleansing stations at entrances to school.  Only essential visitors to site  Strict drop-off and pick routine, only one parent/carer allowed on site – letters sent	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
Reception	Staff, students, parents, contractors & visitors	Communicate electronically rather than face to face Use cashless payments where possible.		Paypal and Parentmail in use across MAT			

		If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.		PPE Gloves located in reception offices.  Staff training			
		Covid-secure reception (e.g. screened-off)		Screen in Place  Hand sanitizer on entrance and signage			
		Mark out 2m distancing;		Not feasible in building. Mitigated by signage instructing one at a time in reception foyer.			
		Restrict numbers in reception to enable social distancing		Only one person in reception area at a time.  Office staff to occupy one room each within the office where possible. If not possible staff to work side on / back to back and ensure additional cleaning and ventilation is present.			

		Where possible late students should be admitted into the school remotely without parents entering site.		Students admitted from school gates parents do not enter. Where possible admin team/ TA to meet student and ensure they get to their classroom safely.			
		Identify a space in the public part of reception where deliveries and "forgotten" items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.		Parents informed that dropping off items cannot be done. If item has been requested/ agreed then TA/Admin staff to meet parent at the gate to take item.			
		Introduce a non-contact signing in system for visitors.		Sign in using InVentry for visitors and contractors. Staff training to allow process to be done remotely. Staff use mobile APP where possible or ensure screen is sanitized before and after use.			
		Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.		IN place via Inentry			

		See also contractors section See also ventilation section					
Clothing	Staff, Students & Contractors and their families.	Develop a uniform and work wear policies which allows for daily laundering of clothing where possible, taking account of those who may need to travel on public transport on a daily basis.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	MAT Dress code policy to remain but staff to ensure daily machine washable so no ties and dry cleaning items to be worn if cannot be machine washed or cleaned after wear. We will offer to purchase 2 white polo t shirts for staff who would like them for ease of washing (£7 each) staff may buy more if they would prefer to have more.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
Arrival & Departure	Staff / Students / parents / carers	Compliance with health check questions to be included in home to school agreement. If no agreement is in place then compliance with checks should be asked at the gate.  Class Groups to arrive depart at designated gates at staggered set time.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Home school agreement sent to all families via parent mail  Walkie talkies available  all children to be brought to school and collected by agreed adult unless written request is	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		

		<p>2m social distancing to be advised to parents and enforced on pupils and staff (markings on ground to show students where to stand and wait.</p> <p><u>If insufficient space outside</u> the school premises for parents to be able to wait at a social distance they should be allowed to enter school premises and stand on marked locations until their child is handed-over to them. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points.</p>		<p>permitted by Principal (older siblings)</p> <p>Markings on pathway outside school gates to indicate spacing but 2 meters not possible given the space.</p> <p>Staggered start and finish with three entrance and exit points. (disabled access from car park to be agreed on an individual basis and separate agreement put in place)</p> <p>Parents of siblings advised of one way system around school at drop off and collection times.</p> <p>Marked areas for parent/carers to wait to drop off pupils in each class near to their classroom doors.</p> <p>Signage erected.</p> <p>Staff to be stationed on each gate to monitor with access to walkie talkie</p> <p>All staff to be vigilant and report any concerns with parents to SLT/ Site staff.</p>			
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				<p>Parent/carer to leave premises immediately (not wait for other parents etc.)</p> <p>Parent enquiries each morning to be discouraged: to phone when they return home, text or email. <b>Emergency access only to office lobby.</b></p> <p>Gates to be disinfected after each session of arrivals and at end of day by site team.</p> <p>Late arrivals and pick-ups: Late arrivals to wait at gate until staff member collects them from there.</p> <p>Repeated late collectors to be followed up by Attendance officer.</p>			
Classroom (Yrs 3 upwards)	Staff/students	<p>Teacher zone to be marked out to ensure 2m gap from the students.</p> <p>Students to be allocated set desks spaced out as far as possible.</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p> <p><b>Unacceptable</b></p>	<p>It is very likely that children will find this arrangement extremely difficult, Regime of cleaning hands on entry, departure every time a room is accessed evacuated. Regular cleaning and hygiene</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p> <p><b>adequate</b></p>		

		<p>staff members must maintain 2m social distancing including with break out groups.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>If marking is required encouraged self-marking by pupils. If not then books must be quarantined prior to marking.</p> <p>Students are only allowed to bring in packed lunches &amp; PE kits.</p> <p>If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose.</p> <p>A system to manage the storage and collection of coats if on coat pegs rather than chair backs.</p> <p>Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books</p>		<p>encouraged throughout the day.</p> <p>Pupils may bring their Drapers' Pyrgo Book Bag to transport homework/ reading books to and from school instead of introducing new Plastic wallets.</p> <p>Only pupils in Year 6 who have prior permission to walk home alone will be permitted to bring in mobile phones. Pupils must use wipes to wipe phone and then put in class box and wash hands then reverse this at hometime. School adult must supervise this.</p> <p>Staff to supervise and manage their groups of pupils using coats on pegs outside their classroom.</p> <p>Each class to have two 'returning boxes' to return treetops and library books teacher to store for 3 day quarantine then arrange for a staff member to be return these to the library or treetops</p>			
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		<p>into a box and store securely for 3 days).</p> <p>Disinfection/cleaning – see section on Surface Transfer.</p>		<p>Pupils encouraged to have good hygiene routines in class when choosing and using class books.</p> <p>If self marking is not possible then staff should wash hands / sanitize regularly during the process. No books to be taken home to mark by staff.</p> <p>Treetops books to be returned to the return box in that area and this will be quarantined for 3 days New box replaced daily by admin team.</p> <p>Library books – placed in returns box and that will be quarantined for 3 days and then books returned to shelves. Students to be on a 2 week library timetable (no more than 10 at a time to visit the library)</p> <p>Homework curriculum books to stay at home – letter to parents to explain this.</p>			
Early Years (Nursery, Reception,	Staff/students	Equipment available must be capable of being quickly	Likelihood: 4 Consequence:	Extra cleaning service introduced to assist with	Likelihood: 3 Consequence:		

<p>Year 1, Year 2)</p>		<p>disinfected. Remove all fabrics etc. from area.</p> <p>Staff to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).</p> <p>Disinfection of all surfaces &amp; equipment must be undertaken between sessions.  Disinfection/cleaning – See section on Surface Transfer.</p> <p>Hands must be washed immediately after contact with a child. Apply moisturiser to hands.</p> <p>Outdoor play to be encouraged.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.).</p> <p>Play equipment where hand contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p> <p>Sand play equipment – wipe plastic surfaces with detergent after each session (as of July</p>	<p>5  Risk Level:  20  <b>Unacceptable</b></p>	<p>cleaning in between sessions.</p> <p>Regime of cleaning hands on entry, departure every time a room is accessed or evacuated. Some rooms will need additional hand cleansing areas as there are insufficient sinks e.g reception and nursery classes</p> <p>Staff to carry small bottles of hand sanitisers for regular good hygiene.</p> <p>See previous note on staff clothing.</p> <p>Sand play will not be available in school until advice changes.</p>	<p>3  Risk Level:  9  <b>adequate</b></p>		
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		<p><b>2020 Havering Public Health have said that sand play is no longer recommended)</b></p> <p>Playdough – If playdough is being used it should be issued individually and not shared.</p> <p>Lego – Quarantine the Lego after group use for 72 hours before next use. (eg. Divide the stock of Lego into 1/3 and use a separate stock each day). Lego tables should be disinfected daily.</p> <p>Home Corner – to be disinfected during lunch break and end of day. Items must capable of being disinfected.</p> <p>Students to be encouraged to wash hands regularly and apply moisturiser (to be provided by parents for allergy reasons).</p>		<p>Staff to renew playdough daily</p> <p>Regime of cleaning hands on entry, departure every time a room is accessed or evacuated. Some rooms will need additional hand cleansing areas as there are insufficient sinks e.g reception and nursery classes</p>			
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Staff to follow guidance to try to remain socially distant where possible</p> <p>Staff who must access all areas of the school e.g. caretakers, to have their duties made as safe as possible by staff by avoiding unnecessary requests, leaving bins accessible etc...</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		

				<p>2m rule is not possible but staff to ensure they keep a spaced distance where possible and ensure side on support where they can.</p> <p>Nursery to stay in nursery unit at all times using laptop and printer – call office or arrange teams meeting if needed to talk to other staff. Email admin if resources are needed and they will be delivered to you. If hot dinners are ordered then catering team will arrange to add to pupil dinners.</p> <p>All staff to remain in own teaching area as much as is reasonably possible throughout the teaching time. Email admin if resources are needed and they will be delivered to you.</p> <p>PPA teachers to use allocated computers in the IT suite – ensure keyboard has green clean card on and after use turn to red so Pat knows to clean surface etc.</p>			
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				<p>All Teaching staff to go home when essential work is completed – not to remain on site unnecessarily.</p> <p>Keep to the left policy inside building around corridors to prevent breach of social distancing.</p> <p>Signage to be used throughout school.</p> <p>Routes to and from places to be safest option making use of outside routes wherever possible.</p>			
Staff & Student Competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Staff to complete cv awareness course online.</p> <p>A culture of vigilance and peer support to be encouraged.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above. Staff to complete:</p> <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning;</li> </ul>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>PPE protocol to be followed at all times.</p> <p>PPE protocol to be shared with staff in advance of returning to school.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		

		<ul style="list-style-type: none"> <li>Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.</li> </ul>		PPE to be used for specific instances e.g. medical, intimate care			
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>If balls are used they must only be kicked or used by one student and then sterilised.</p> <p>If team sports are to be played, then a separate risk assessment must be carried out.</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Not practical to ensure balls are not handled or shared. Play equipment available for groups of pupils in their lunch and break. Staff to encourage play without equipment where possible; group games.</p> <p>Playground use staggered times and areas identified for set year groups</p> <p>Children to wash hands before and after break and lunchtimes.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		
Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating. Lunches to be staggered to include inside/outside time. Catering to provide hot or cold service to classrooms in disposable packaging. Lunch to be eaten in classroom/ or outside if weather suitable. Take into account students with allergies. Consider menu options for the group concerned. Advice</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Students to wash hands before eating.</p> <p>Small groups of pupils could eat outside if weather suitable and they are well supervised.</p> <p>3 sittings staggered;</p> <p>11.30-12 Reception and Years 1 and 2</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		



		to be given to parents on allergies.		<p>12-12.30 Years 3,4 and 5</p> <p>12.30-1 Year 6.</p> <p>Students allocated a class table and invited to the pass when adults ready. (school staff must ensure students with allergies are identified and meals allocated just for them)  Drink bottles to be taken to the hall by pupils and returned to class before going outside. No water jugs and cups in hall but catering will provide disposable cups of water for pupils who have no bottle.</p> <p>Coats to be collected from classroom after lunch.  Year 6 to put theirs in class trug in hall.</p> <p>Additional staff to support lunchtimes</p>			
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p> <p><b>Unacceptable</b></p>	<p>New fire plan written to ensure routes and shared including signage in each room</p> <p>Fire evacuation drill to be done in first week of September</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p> <p><b>adequate</b></p>		

<p>First Aid &amp; administration of medicines</p>	<p>Staff/Students</p>	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p>	<p>Likelihood: 4  Consequence: 5  Risk Level: 20  <b>Unacceptable</b></p>	<p>Isolation rooms to be agreed if person has suspected CV: medical rooms if not already in use or foyer as it is ventilated. (if foyer in use for this reason then no access to staff, parents or visitors until child has left and area has been cleaned)</p> <p>TAs and MDAs in each bubble would administer any basic first aid so all need to have PPE training. In addition we would ensure first aid trained staff are available via mobile or walkie talkie on site to intervene where necessary.</p> <p>Isolation rooms to be agreed if person has suspected CV: medical rooms if not already in use or foyer as it is ventilated. (if foyer in use for this reason then no access to staff, parents or visitors until child has left and area has been cleaned)</p> <p>MDAs to have a first aid bag to administer basic first aid at lunchtime. Sanitize hands before and</p>	<p>Likelihood: 3  Consequence: 3  Risk Level: 9  <b>adequate</b></p>		
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				after using hand gel/ detergents			
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Pastoral Team to discuss with parents/carers of children who fit into this category in advance ensuring other support is also in place e.g. behaviour support, Social Services.Home school agreements shared with all parents.  Share revised behaviour policy with staff, students and parents/carers in advance and be prepared to enforce it firmly and fairly from the outset.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
Access/egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems may be in place with screens following risk assessment approved by H&S Team.  Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. All tradesperson access to be via our carpark and that one gate serving the premises, where a hand-sanitation station will be set up.  2m not possible but Class groups to be encouraged to walk facing front and spaced out where possible.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		

		<p>Class Group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in corridors &amp; key areas (e.g. toilets, assembly points, stairwells, fire &amp; meet &amp; greet).</p>		<p>All doors bar those affecting security or privacy to be wedged open to avoid the need to touch handles.</p> <p>Keep to the left policy inside building around corridors to prevent breach of social distancing.</p> <p>Signage in and around school building</p> <p>Marking of 2m not possible but markers will be put out to encourage spacing and waiting in key areas.</p>			
Toilets	Staff/Students/Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>In shared toilets consider allocating particular cubicles and basins to particular groups.</p> <p>When groups have to share toilet facilities. Allocate staggered timings wherever possible for different groups. Control access to ensure distancing between groups</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Y6 pupils to use only Woodland block toilets.</p> <p>Toilets to be repeatedly and systematically cleaned by janitor/site staff/cleaner throughout the day.</p> <p>One person usage at a time, following strict hand and surface cleaning regime where possible.</p> <p>Allocate toilets for groups to use throughout the day</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		

		<p>Look at capacity of the toilet area to identify how many can safely use the area.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p>		<p>(Nursery, Reception, infants (by Yr1), Yrs 3,4 and 5 (by Yr2), year 6) and encourage pupils to wait for block/rooms to be empty before entering</p> <p>Paper towels not viable with full school so hand driers to be used as well.</p> <p>Hall toilets used for Breakfast Club then cleaned for After School Club.</p>			
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Signage throughout the school</p> <p>Bins to be provided in every location where children/staff use hand towels – bins to be emptied daily.</p> <p>Tissues available in each class</p> <p>Teach children to sneeze like a vampire (into arm if unable to grab a tissue in time)</p> <p>Encourage washing hands once used tissues catch it, kill it, bin it)</p>	<p>Likelihood: 3 Consequence: 5 Risk Level: 15 <b>Tolerable</b></p>		
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be	<p>Likelihood: 4 Consequence:</p>	All-day cleaning regime to be in place.	<p>Likelihood: 3 Consequence:</p>		

		<p>cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> <li>• Product to be used;</li> <li>• Method of application; including dwell time;</li> <li>• Cleaning order;</li> <li>• Disposal of product;</li> <li>• PPE.</li> </ul> <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>	<p>5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Additional cleansing of surfaces per use in staffroom.</p>	<p>3 Risk Level: 9 <b>adequate</b></p>		
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Contractors to be briefed on school hygiene regime information on Inventory</p> <p>Admin team to share school RA with planned and existing contractors Jupiter and Pinnacle, Enter via staff car park if they have a vehicle (wash hands on entry and exit)</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b></p>		
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; remove PPE in specified order.</p>	<p>Likelihood: 4 Consequence: 5 Risk Level:</p>	<p>PPE training to be conducted.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level:</p>		

		<p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	<p>20 <b>Unacceptable</b></p>	<p>Staff to monitor PPE stock levels and re-order when needed</p>	<p>9 <b>adequate</b></p>		
<p>Suspected case of COVID-19 in School</p>	<p>School Staff/Teachers/ Parents/Visitors to School</p>	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b></p>	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	<p>Likelihood: 4 Consequence: 3 Risk Level: 12 <b>tolerable</b></p>		

				Where an adult is showing symptoms of CV, they should leave the premises directly – a colleague to inform SLT who will escort them from the site safely.			
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced.  Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Offer risk assessment and update health care plans where needed.  PPE available if needed	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Additional Staff rooms set up and staff in phase groups encouraged to use different ones; Woodland Block year 6 team John Shannon Years 3,4 and 5 team Reception Cherry and apple room Nursery own staff kitchen main staffroom admin, MDAs, and years 1 and 2  Staff to follow RA in these areas – wipe surfaces down after use including kettle, handles etc. keep 2 metres apart from each	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		



				<p>other sit side on to reduce contact,</p> <p>Phase leaders, nursery and cozone have new Printers which can be used to copy up to 30 sheets only at a time to support less use of main copier. Do not send pupils to collect printing between classes. Adults must liaise to do this safely when classrooms are clear. No students to use printers and <b>staff to wipe down main points of machine after each use using wipes.</b></p> <p>Any copying of larger bundles can be requested to be done by Admin (LM and JM) in advance to reduce queues at copier. <b>staff to wipe down main points of machine after each use using wipes.</b></p>			
<b>The use of Volunteers and spread of virus</b>	Staff/Students/Volunteers	The use of volunteers should be restricted to essential needs. Should stay with child's group if parent or should be allocated to a given group if not. Ensure volunteers health allows. Complete the same training as employees.	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p> <p><b>Unacceptable</b></p>	SLT to be informed of all volunteers so training can be given, and they must be added to rota for monitoring group interactions.	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p> <p><b>adequate</b></p>		

		Volunteers must remain at a 2m social distance. Activities to be modified eg. both child and volunteer have a copy of the same book to read.		2m not possible but volunteers to adhere to procedures in place to avoid social contact where possible and to adhere to strict hygiene procedures.			
<b>Educational Visits</b>	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	SLT must be informed of any planned trips prior to informing parents.  Trip schedule already set	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
<b>Airborne Transfer Risk</b>	Staff/Students/Visitors	Open windows and doors to create an airflow. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.	Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Outside doors to remain open unless this is a problem for vulnerable pupils in the vicinity or pupils too cold. But windows and doors to corridor must remain open at all times.  Hand driers will be used but external doors and open windows will be used to vent rooms	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		
In-school communication – contamination by face-to-face communication or by shared tools e.g. phones	Staff, pupils, parents, contractors etc		Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	Walkie-talkies available in locations without a phone to be used to avoid walking about the school, going to the office etc... The walkie-talkie would need to be wiped before and after each use and used only when essential to limit opportunities for contagion.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		

				<p>If a staff member needs to use a keyboard, they are to use the one stationed in their location, wiping with disinfectant before and after use the equipment, surfaces and chair, and washing hands before and after use.</p> <p>Communication with parents/visitors to be via one of many non-face-to-face methods: intercom at gates (to be used by one operative only, by phone, to be used by one dedicated operative only, by email where possible – ventilated and larger rooms set up for meetings if not.</p> <p>Small deliveries/collections to be completed at the gate where possible to avoid entrance to main building – especially the confined lobby area at reception/office.</p>			
Drinks – transfer of virus via shared outlets/containers	Staff and students	.Water fountains out of use	<p>Likelihood: 4  Consequence: 5  Risk Level: 20</p>	<p>Children to bring in own bottle to remain on desk during lessons. This can be replenished with a jug of water in the classroom if</p>	<p>Likelihood: 3  Consequence: 3  Risk Level: 9</p>		

			<b>Unacceptable</b>	necessary by child or adult if child is too young Jug to be sanitised after each handling.  Adults to likewise have only cold drinks in class and kept on their station only throughout the day. No hot drinks when pupils in room.	<b>adequate</b>		
Staff breaks – transfer virus during	Staff and children		Likelihood: 4 Consequence: 5 Risk Level: 20 <b>Unacceptable</b>	staff to use allocated staffrooms keeping social distance. agree to wipe down any surfaces (including chairs) after use, do not use soft furnishings, clean any objects handled immediately after handling, use own plates, cutlery, crockery to be stored in personal place  hand gels and wipes to be available in each staff room  see also notes about allocated staff rooms above.	Likelihood: 3 Consequence: 3 Risk Level: 9 <b>adequate</b>		

Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
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