



Risk Assessment for: School Opening – COVID19

This risk assessment supplements the COVID19 business continuity plans already in place and is specifically for reopening of the school to all pupils. This risk assessment will be updated when further government and local guidance is given.

Completed by: SLT

Date of risk assessment: 23/06/2021 (updated)

Review Date: (live document)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infected persons contaminating others	Staff	<p>All staff have been advised not to enter school premises if they are symptomatic;</p> <p>The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) 	<p>Staff should be reminded of the importance of following all measures outlined in this risk assessment</p>	HB
		<p>Staff who have been in close contact of a confirmed case should isolate and take a PCR test.</p>	<p>Staff should be given opportunity to consult on this risk assessment, including a mechanism to raise any further hazards or controls as appropriate.</p>	HB
		<p>Staff who have been in close contact of a symptomatic person do not need to isolate unless</p> <ul style="list-style-type: none"> - the symptomatic person tests positive - they develop symptoms themselves - they are requested to do so by Test & Trace - they have tested positive from an LFD (a PCR test should be taken to confirm results) 	<p>In response to any infection we will engage with the NHS Test and Trace process. Anyone displaying symptoms can and should get a PCR test</p>	CL/SLT
		<p>If a member of staff or a pupil develops a high temperature or a persistent cough while at school, they should:</p>	<p>Ensure that there are suitable stocks of PPE, tissues and cleaning products for the Spring term.</p>	PL
		<ul style="list-style-type: none"> - Ensure their centre leaders, line manager or a member of senior leadership is informed - Return home immediately or parents be contacted to collect - Avoid touching anything - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. - A test will be booked for the individual concerned through the online portal available to schools. All persons who come into contact with the member of staff or 	<p>Staff working with pupils will be allowed to work in different bubbles. However, this will be minimised using timetables where possible.</p>	HB
			<p>Staff are reminded that where possible a distance of 2m should be maintained between other staff and pupils.</p>	KB
			<p>Teachers will be encouraged to stay at the front of the class and away from colleagues as much as possible</p>	CL
			<p>Large group gatherings involving more than one 'bubble', such as whole school meetings should be avoided.</p>	All staff
			<p>The use of staff rooms should be minimised.</p>	All staff
			<p>Staff should have their own stationary and should not share these with others.</p>	All Staff
<p>Swift action should be taken when a member of staff has tested positive for COVID19, contacting the local health protection team.</p>	CL/SLT			
<p>Staff who are classed as 'clinically extremely vulnerable' are able to work on-site with an updated risk assessment agreed jointly with the centre leader</p>	CL/SLT			
<p>Staff who are classed as 'clinically vulnerable' are able to work on-site with an updated risk assessment agreed jointly with the centre leader</p>				

		<p>pupil must remain off school for 14 days unless a negative test result is received by the person originally going off.</p>	<p>The delivery of staff development, particularly training days will be scheduled so that social distancing can be maintained.</p>	AT/CL
		<p>Staff are instructed to follow Public Health, DfE, NHS, and HSE advice; the school will update this risk assessment should any updated advice supersede it.</p>	<p>Staff travelling abroad should consider the need for quarantine when returning and discuss any implications with their manager ASAP.</p>	AT/CL
		<p>Staff have been reminded to regularly wash hands and use paper towels or dryers to dry hands and not to use reusable towels, dishcloths etc.</p>	<p>Staff are asked to minimise the number of visitors to site where possible.</p>	HB
		<p>Hand sanitiser and disposable wipes are available for use.</p>	<p>Video guidance will be issued to ensure classroom staff know how to support pupils whilst maintaining social distancing.</p>	CL
		<p>Staff are requested to wear appropriate clothing (clothes appropriate for business/work and no items of clothes where they are more prone to making contact with items/people such as ties, scarfs, tassels, etc.)</p>	<p>The opening of windows should be considered to increase natural ventilation. However, a balance must be struck between sufficient ventilation and comfortable working temperatures.</p> <p>Regular additional ventilation (e.g. outside doors) may also be used. Suggested times for this are;</p> <ul style="list-style-type: none"> * before teaching begins for the day * at mid morning break * at Lunch time * at the end of the teaching day 	ALL
		<p>Parkway pedestrian gate is left on free flow (open) at 0:80-09:00 and 15:00-16:00 to prevent having to use the buzzer system.</p>	<p>Temperature checks of all persons entering James Brindley premises will be undertaken to ensure that anyone with a high temperature can be identified to isolate.</p>	KB
		<p>For staff having to use key coded vehicle gates, personal issued hand sanitiser has been made available.</p>	<p>'Bubbles' will be reviewed within each teaching centre to restrict the number of contacts each person has and to reduce the impact of a positive test result within the centre.</p>	CLs/Teachers
			<p>James Brindley will provide and encourage staff to take twice weekly home tests. If staff test positive they should isolate immediately and take a PCR test to confirm the result. If the PCR test is negative, it overrides the LFD test and the staff member can return to work, their close contacts can end their self-isolation.</p>	Centre Admin
			<p>Staff working with pupils in Hospital and NHS settings should be included in the NHS vaccine programme.</p>	

		<p>In light of new variants, face coverings are recommended for staff in classrooms; staff are advised to wear face coverings in all areas-where social distancing cannot be maintained but does not include situations where it would have a negative affect on the management of special educational needs.</p> <p>Face visors should not be worn as an alternative for face coverings.</p> <p>Local Authority guidance will be followed in the case that a Variant of Concern (VOC) is identified close/in the vicinity of one of James Brindley sites.</p>	<p>CLs</p> <p>SLT/CLs</p> <p>CLs</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>SLT</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infected persons contaminating others	Pupils	<p>All pupils have been advised not to enter school premises if they are symptomatic; The most common symptoms of coronavirus are recent onset of any of the following:</p> <ul style="list-style-type: none"> – a new continuous cough – a high temperature – a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Parents have been reminded that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19</p> <p>If a pupil develops a high temperature or a persistent cough while at school, they should:</p> <ul style="list-style-type: none"> – Ensure their centre leaders, line manager or a member of senior leadership is informed – Return home immediately or parents be contacted to collect – Avoid touching anything – Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. <p>Pupils are directed to regularly wash hands and use paper towels or dryers to dry hands and not to use reusable towels, dishcloths etc.</p> <p>Hand sanitiser and disposable wipes are available for use.</p> <p>Pupils have been requested to remove hand and wrist jewellery where possible</p>	<p>Contingency plans for learning are put into place for a local lockdown.</p> <p>‘Bubbles’ are reviewed (each centre).</p> <p>Individual healthcare plans to be amended to incorporate social distancing, so far as is reasonably practicable.</p> <p>Put in place provision for the return of pupils with SEND in conjunction with families</p> <p>Bring any support requests to weekly LA SEND Panel</p> <p>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</p> <p>Requests for support for vulnerable families sent through Early Help Hubs</p> <p>LA support for individual or complex cases</p> <p>Identify maximum number of pupils for each site. Design layouts to enable social distancing. Classrooms are remodeled with chairs and desks in place to allow for 1m+ social distancing. Spare furniture removed.</p> <p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using a range of communication tools. Including the use of face coverings.</p> <p>Parent and pupil handbooks created reflecting changes to usual school policy</p> <p>Advice is made available to parents on testing for COVID-19</p> <p>Request daily changes of clothes where possible to reduce the risk of infection</p> <p>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. Pupils are reminded to maintain an appropriate social distance from other pupils within their bubble.</p>	<p>HB</p> <p>CLs</p> <p>LV/SENCoS</p> <p>LV/SENCoS</p> <p>LV/SENCoS</p> <p>LV/SENCoS</p> <p>LV/SENCoS</p> <p>LV/SENCoS</p> <p>CLs/Facilities</p> <p>TG</p> <p>CLs</p> <p>TG</p>

		<p>Pupils are requested to not wear items of clothes where they are more prone to making contact with items/people such as ties, scarfs, tassels, etc.</p> <p>Parkway pedestrian gate is left on free flow (open) at 0:80-09:00 and 15:00-16:00 to prevent having to use the buzzer system.</p> <p>Additional rooms have been designated for pupils with suspected COVID19 whilst collection is arranged.</p> <p>Contingency plan in place for absence of support worker.</p> <p>Staff to ensure measures are in place to de-escalate behaviours where pupils can be challenging that do not require restraint (positive handling) or reasonable force, unless in an emergency.</p> <p>Where assistance is needed with toileting or other medical/personal care the following measures must be adopted:</p> <ul style="list-style-type: none"> - Hand hygiene measures, i.e. handwashing and use of alcohol-based sanitiser before and after - Face PPE - Disposable apron - Gloves 	<p>Pupils movement around the school sites should be reviewed and managed to reduce infection.</p> <p>Large group gatherings involving more than one 'bubble', such as assemblies should be avoided.</p> <p>Pupils should have their own stationery and should not share these with others</p> <p>Pupils should limit the number of items they bring to school to essential items only.</p> <p>Classroom resources such as books and games can be used. However, they should be cleaned using disposable wipes in between use.</p> <p>Resources shared between classes e.g. PE equipment can be used within 'bubbles' however they must be cleaned thoroughly between use. Outdoor activities should be prioritised rather than indoor. Contact sports should be avoided.</p> <p>Outdoor play equipment can be used. However, it should be part of a regular cleaning regime throughout the day.</p> <p>PCR testing kits are available for schools to give to parents of pupils who are symptomatic. Parents are asked to inform school immediately of the results of the test.</p> <p>Swift action should be taken when a pupil has tested positive for COVID19, contacting the local health protection team.</p> <p>Attendance is monitored and recorded in line with DfE guidance.</p> <p>Off-site vocational activities may only take place if external vocational tuition providers have a suitable risk assessment in place, which is reflected in our own risk assessments. This is at the discretion of SLT.</p> <p>Essential educational visits can resume but must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. A full and thorough risk assessments should be in place.</p> <p>Educational visits should be conducted within the Birmingham boundary where possible to avoid unnecessary journeys.</p>	<p>TG</p> <p>CLs</p> <p>CL/All staff</p> <p>CL</p> <p>Teachers</p> <p>Pupils</p> <p>Teachers</p> <p>Teachers</p> <p>Facilities</p> <p>SLT</p>
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		<p>Educational visits should be cancelled if any COVID19 outbreaks are recorded in the setting.</p> <p>Every classroom will have a poster, which outlines sensible classroom rules.</p> <p>Pupils are asked to clean their learning space (chair/desk) with disposable wipes before they leave the classroom.</p> <p>Pupils and staff have their temperature checked when entering buildings in the morning.</p> <p>The opening of windows should be considered to increase natural ventilation. However, a balance must be struck between sufficient ventilation and comfortable working temperatures.</p> <p>Regular additional ventilation (e.g. outside doors) may also be used. Suggested times for this are;</p> <ul style="list-style-type: none"> * before teaching begins for the day * at mid morning break * at Lunch time * at the end of the teaching day <p>Temperature checks of all persons entering James Brindley premises will be undertaken to ensure that anyone with a high temperature can be identified to isolate.</p> <p>'Bubbles' will be reviewed within each teaching centre to restrict the number of contacts each person has and to reduce the impact of a positive test result within the centre.</p> <p>James Brindley will offer LFD (Lateral Flow Device) Testing in School for asymptomatic pupils who consent to the process. After an initial programme of 3 tests James Brindley will issue home testing kits.</p> <p>James Brindley will provide and encourage pupils to take twice weekly home tests. If a pupil tests positive they should isolate immediately and take a PCR test to confirm the result. If the PCR test is negative, it overrides the LFD test and the pupil can return to school, their close contacts can end their self-isolation.</p>	<p>CL/SLT</p> <p>AO</p> <p>SLT/CLS</p> <p>CL/EVL</p> <p>CL/EVL</p> <p>CL/EVL</p> <p>Facilities</p> <p>Teachers</p> <p>Centre Admin</p> <p>CLs/Teachers</p>
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			<p>Face coverings are no longer recommended for pupils in classrooms, however pupils are advised to wear face coverings where social distancing cannot be maintained. This does not include situations where it would impact on the pupil's ability to take part in an exercise or strenuous activity or where it has negative affect on the management of special educational needs (or where an exemption exists).</p> <p>Face visors should not be worn as an alternative for face coverings.</p> <p>Engage with families and the LA to accurately report situations where a pupil is recorded as abroad and plan for their return (including any quarantine restrictions)</p> <p>Pupils whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school and arrangements should be made to educate at home. A copy of this letter can be requested from parents.</p>	<p>Centre Admin</p> <p>Centre Leaders</p> <p>SLT/CLs</p> <p>CLs</p> <p>SLT/CLs</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infected persons contaminating others	Visitors (including contractors)	<p>Visitors are instructed not to enter school premises if they are symptomatic;</p> <p>The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Visitors are instructed that they are not to visit school if they have been in close contact of a confirmed case.</p> <p>Visitors are instructed to follow Public Health, DfE, NHS, and HSE advice; the school will update this risk assessment should any updated advice supersede it.</p> <p>Visitors are told to regularly wash hands and use paper towels or dryers to dry hands and not to use reusable towels, dishcloths etc.</p> <p>Hand sanitiser and disposable wipes are available for use.</p> <p>Visitors are requested to remove hand and wrist jewellery where possible.</p> <p>Visitors are requested to wear appropriate clothing (clothes appropriate for the task they are visiting for and to avoid items of clothes where they are more prone to making contact with items/people such as ties, scarfs, tassels, etc.)</p>	<p>Clear guidance is required on the new visitor signing in system.</p> <p>Parents will be reminded of the drop off and collection arrangements, including gathering at gates/doors etc and coming to school without an appointment.</p> <p>Agency staff can work on site but will need to be reminded of the measures on site to reduce the risk of infection.</p> <p>Other professionals can work on site but will need to be reminded of the measures on site to reduce the risk of infection. However, where these visits can be arranged outside of school hours they should be.</p> <p>Staff are asked to minimise the number of visitors to site where possible. Therapists and other professionals may continue to visit school to provide therapists and support, where this is reasonably necessary.</p> <p>Temperature checks of all persons entering James Brindley premises will be undertaken to ensure that anyone with a high temperature can be identified to isolate.</p> <p>'Bubbles' will be reviewed within each teaching centre to restrict the number of contacts each person has and to reduce the impact of a positive test result within the centre.</p> <p>The hire of premises, used by external clubs can only restart if they are able to provide reassurance that</p> <ul style="list-style-type: none"> - they have considered relevant government guidance for their sector - put in place additional protective measures <p>The restarting of such hire will be at the discretion of the Principal.</p> <p>James Brindley should consider a flexible approach to interviewing potential new staff, with alternative options to face-to-face where possible. Where face-to-face interviews are necessary, James Brindley should share control measures and ensure candidates follow systems of control.</p>	<p>KB/RS</p> <p>TG/CL</p> <p>CL</p> <p>CL</p> <p>HB</p> <p>Centre Admin</p> <p>Centre Leaders</p> <p>Facilities/HB</p>

				AT/HR
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection when travelling to work	Staff	<p>Staff have been instructed wherever possible to travel to travel alone using their own transport</p> <p>Where staff have no option but to share transport, they have been advised to:</p> <ul style="list-style-type: none"> - Share journeys with the same individuals and with the minimum number of people at any one time - Ensure good ventilation (i.e. keeping the windows open) and facing away from each other - Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces <p>Staff are encouraged to come to work on foot or by bicycle if possible, as an alternative to public transport.</p> <p>Staff have been given access to school supplies or PPE and cleaning wipes.</p>	<p>James Brindley to bring forward plans to put in place a cycle to work scheme.</p> <p>James Brindley will issue guidance to staff who are travelling in to work;</p> <p>Further guidance on how to travel safe when sharing vehicles is available form HR.</p>	<p>AT/MB</p> <p>AT</p> <p>AT</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection when travelling to school	Pupils	Travel Assist (BCC) have put risk assessments and additional measures in place.	James Brindley to ask Taxis to share the routes they are planning and to give re-assurance on measures being taken. Face coverings should be worn by all pupils in Yr7 and above when travelling in taxis.	CLs CLs/Pupils
Risk of anxiety of returning to work	Staff	Information is shared with staff in a timely fashion to give time to reassure and ask questions. Email inbox has been created to allow all staff to ask questions and receive clarity on return to work issues.	Time given to staff to understand new procedures Time given to staff to plan alternative/amended curriculum plans and delivery methods Line managers work closely with all member of the team to offer guidance and support as necessary. Line managers should feedback concerns that have not already been address to the SLT.	SLT KB Line Managers

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection when driving for work purposes	Staff	<p>Only business critical journeys are allowed; all non-essential travel is cancelled.</p> <p>When travelling for work, staff have been instructed to travel alone.</p> <p>If staff have no option but to share a vehicle, then they have been instructed to:</p> <ul style="list-style-type: none"> - Share with the same individuals and with the minimum number of people at any one time - Wherever possible maintain a distance of two metres and avoid touching their faces - Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey - Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle <p>Staff have been advised to regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Availability of handwashing facilities	Staff, pupils, visitors, contractors	<p>Staff are encouraged to take regular breaks to wash hands.</p> <p>Welfare facilities are regularly cleaned and monitored, ensuring adequate supplies of soap and fresh water are readily available and kept topped up at all times</p> <p>Suitable and sufficient rubbish bins are provided for hand towels are provided with regular removal and disposal.</p> <p>Hand sanitiser (minimum 60% alcohol based) is located where hand washing facilities are not immediately available</p> <p>The number of people (staff and pupils) using toilet facilities at any one time is restricted to one person and signage will be on display, such as floor markings to ensure social distancing is maintained when queuing.</p> <p>The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush has been enhanced; additional staff to be given a suitable cleaner diluted and prepared for them to use with one per set of toilets, and cleaning cloths, preferably disposable.</p>	Handwashing or hand sanitising timetabled.	CLs

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection from toilets	Staff, pupils, visitors, contractors	<p>Posters and notices in place reminding users to wash or sanitise their hands before and after use.</p> <p>The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush has been enhanced; additional staff to be given a suitable cleaner diluted and prepared for them to use with one per set of toilets, and cleaning cloths, preferably disposable.</p>	<p>Different groups do not need to be allocated their own toilets.</p> <p>Effectiveness of cleaning is monitored and increased if necessary.</p>	<p>CLs</p> <p>Facilities</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection from commonly used areas	Staff, pupils, visitors, contractors	<p>Common contact surfaces are regularly cleaned in reception, office, workshops, access control and other communal areas, particularly during peak flow times</p> <ul style="list-style-type: none"> - Taps and washing facilities - Toilet flush and seats - Door handles and push plates - Handrails on staircases and corridors - Machinery and equipment controls - All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices - Telephone equipment - Keyboards, photocopiers and other office equipment - Rubbish collection and storage points will be increased and emptied regularly and at the end of each day <p>Soft furnishings, soft toys and other hard to clean toys will be removed.</p>	<p>Effectiveness of cleaning is monitored and increased if necessary.</p> <p>The provision of school meals to be reviewed to ensure social distancing is maintained and minimal risk from the serving and consuming of food.</p> <p>Dining hall capacity limited to smaller groups with 1m+ distance achieved between pupils, as practicable.</p> <p>Pupils will be lined up 1m+ apart when queuing for school dinners, markings will be displayed on the floor; those on packed lunches will be permitted to eat at their desk in the classroom.</p> <p>Dining tables, chairs and trays will be cleaned following use by each group.</p> <p>The opening of windows should be considered to increase natural ventilation. However, a balance must be struck between sufficient ventilation and comfortable working temperatures.</p> <p>Regular additional ventilation (e.g. outside doors) may also be used. Suggested times for this are;</p> <ul style="list-style-type: none"> - before teaching begins for the day - at mid morning break - at Lunch time - at the end of the teaching day 	<p>CLs/Facilities</p> <p>MB</p> <p>CLs/Facilities</p> <p>CLs/Facilities</p> <p>CLs/Facilities</p> <p>ALL STAFF</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection from postage and deliveries	Staff	<p>A box of disposable gloves is provided to staff for handling deliveries</p> <p>Staff are to keep a 2m distance from the delivery person</p> <p>Where loading and offloading arrangements on site will allow it, drivers are asked to remain in their vehicles. Where drivers are required to exit their vehicle, they are required to wash or sanitise their hands before handling any materials</p> <p>Delivery persons are asked to place the goods just inside the main school entrance doors, but not blocking access/egress. Area to be kept clear and demarcated for this purpose.</p> <p>Staff are told not sign for receipt of goods. Should this be absolutely necessary then only if wearing gloves</p> <p>Parcels and letters are to be wiped down with alcohol wipes and only opened if wearing gloves.</p> <p>All packaging / opened envelopes will be discarded promptly in the applicable bin.</p> <p>Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents of parcels and to wash hands thoroughly after finishing task.</p>	Parents will be reminded to use electronic payment methods wherever possible to reduce the need for school to handle cash.	RS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
<p>Access points to the sites and egress points</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Staff, visitors and contractors are asked to enter the school via the main entrance at reception, use an alcohol gel on arrival.</p> <p>Reception screens are kept closed.</p> <p>Site access and egress points for staff have been planned to enable social distancing</p> <p>Whilst waiting to enter and exit pupils, parents and visitors will be requested to ensure they do not congregate and stand at least 2m away from others outside of their household group.</p> <p>Where queueing can be foreseen, floor markings every 2m and information signage will be on display to ensure 2m distance is maintained between people when queueing, such as at dinner time.</p> <p>COVID-19 safety posters are situated around the workplace to remind of the importance of hand washing and other measures in place.</p> <p>Interim fire evacuation details have been created and distributed to staff that are onsite and will be displayed.</p>	<p>All staff & visitors will be given clear guidance on the new visitor signing in system.</p> <p>Hand wipes and sanitiser available at each signing in area.</p>	<p>RS/KB-1st Sept</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection from classroom and teaching spaces	Staff, pupils, visitors, contractors	<p>Teachers plan what lessons or activities are to be delivered, taking account of current measures as part of a dynamic risk assessment.</p> <p>Soft furnishings, soft toys and other hard to clean toys will be removed.</p>	<p>Outdoor activities/learning are used when possible.</p> <p>Classrooms are selected for use that reduce movement around school.</p> <p>Class sizes are limited according to the size of rooms to ensure a 1m+ safe distance is available</p> <p>Staff and pupils to be reminded to keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:</p> <ul style="list-style-type: none"> - The exposure time of staff located within the 2m distance will be kept as brief as possible - The number of staff involved in these tasks will be minimised - Teachers to work side by side or facing away from pupils, rather than face to face - Where face to face working is essential, this is kept to 15 minutes or less where possible. - Common touchpoints will be regularly cleaned; doors, buttons, handles, tools, equipment etc. - Ventilation in enclosed spaces will be increased by doors and windows; staff must ensure that fire doors are closed at the end of the day and during the day when the area will not be used for long periods. Corridor and toilet doors will be left open, to reduce the need to open these. - Staff and pupils will be reminded to wash their hands before and after using any necessary equipment. - PPE, protective gloves and overalls will be provided, where required, i.e. for cleaners, first aid and site services staff. - Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately. - Senior management/leadership will monitor to ensure rules are being strictly adhered to. - Pupils and teachers can take books and other resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil's education and development. <p>The facilities manager, in conjunction with staff on site will monitor the effectiveness of additional cleaning regimes, the availability of PPE and signage at each site. Reporting findings back to the SLT.</p>	<p>CLs/HOC</p> <p>CLs</p> <p>CLs/Facilities</p> <p>HB</p>

			<p>Covid-19 Classroom reminders are published and in place in every learning space.</p> <p>The opening of windows should be considered to increase natural ventilation. However, a balance must be struck between sufficient ventilation and comfortable working temperatures.</p> <p>Regular additional ventilation (e.g. outside doors) may also be used. Suggested times for this are;</p> <ul style="list-style-type: none"> - before teaching begins for the day - at mid morning break - at Lunch time - at the end of the teaching day <p>'Bubbles' will be reviewed within each teaching centre to restrict the number of contacts each person has and to reduce the impact of a positive test result within the centre.</p>	<p>Facilities / CLs</p> <p>KB/MR</p> <p>CLs/Teachers</p> <p>Centre Leaders</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection from non-teaching spaces	Staff, pupils, visitors, contractors	<p>Wherever possible, meetings are held electronically or offsite. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas.</p> <p>Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a phone, is to be shared then a cleaning routine must be followed.</p> <p>Desks where users are not 2m apart have been moved where possible or not used.</p> <p>Telephones (incl. mobiles), keyboards and mouse are cleaned with alcohol wipes at the end of each day.</p> <p>No IT equipment, telephones or other equipment is shared; where this is necessary, such as printers, these will be wiped down after use.</p> <p>Tools and equipment that are shared will be cleaned regularly.</p> <p>All areas used during the day are cleaned frequently; handles and areas of doors which can be touched will be sterile wiped on an enhanced rotation</p> <p>Staff are reminded frequently the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance</p> <p>Alcohol wipes are available to wipe any equipment necessary. This should include photocopiers, franking machines and water coolers.</p>	<p>Ensure a suitable stock of cleaning materials and PPE is available at ALL sites</p> <p>Signage for staff who are advised to wash their hands before they use any equipment in staff kitchen areas and then again before they eat/drink. E.g. kettles, toasters, microwaves</p> <p>Signage for staff to load their own crockery/cutlery in to the dishwasher. The person who empties the dishwasher in the morning must wash their hands before.</p> <p>Staff are advised to keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:</p> <ul style="list-style-type: none"> • screens have been installed • exposure time of staff located within the 2m distance will be kept as brief as possible • staff to work side by side or facing away from others, rather than face to face. Where face to face working is unavoidable, either screens have been installed or this is kept to 15 minutes or less • groups of workers that have to work within 2m are kept together in teams e.g. (do not change workers within teams), these teams are kept as small as possible and away from other workers where possible <p>The opening of windows should be considered to increase natural ventilation. However, a balance must be struck between sufficient ventilation and comfortable working temperatures. Regular additional ventilation (e.g. outside doors) may also be used. Suggested times for this are;</p> <ul style="list-style-type: none"> - before teaching begins for the day - at mid morning break - at Lunch time - at the end of the teaching day <p>'Bubbles' will be reviewed within each teaching centre to restrict the number of contacts each person has and to reduce the impact of a positive test result within the centre.</p>	<p>Facilities</p> <p>Facilities</p> <p>CLs</p> <p>CLs/Line Managers/ Facilities</p> <p>All Staff</p>

				Centre Leaders
<p>What are the hazards?</p> <p>Risk of infection from outdoor play equipment and EYFS equipment</p>	<p>Who might be harmed and how?</p> <p>Staff & Pupils</p>	<p>What are you already doing?</p> <p>Soft furnishings, soft toys, hard to clean toys and dressing up clothing have been removed from use and stored securely.</p> <p>Other toys and equipment are cleaned between sessions, unless there has been a suspected or confirmed case of COVID-19 of a pupil, teacher or member of a pupil or teacher household in which case all toys and equipment must be taken out of use and cleaned immediately using an appropriate product.</p> <p>Where pupils put items into their mouth, cough or sneeze over items, these are be removed from use immediately and cleaned thoroughly or disposed of if thorough cleaning is not possible</p>	<p>Do you need to do anything else to control this risk?</p> <p>Play equipment including outdoor fixed play equipment can be used from September. They should be cleaned between sessions, unless there has been a suspected or confirmed case of COVID-19 of a pupil, teacher or member of a pupil or teacher household in which case all equipment must be taken out of use and cleaned immediately using an appropriate product</p>	<p>Action by who?</p> <p>Facilities</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
First aid and emergency response	Staff, pupils, visitors, contractors	<p>There are a sufficient number of first aid boxes available on site with contents being checked regularly.</p> <p>Bins are provided for the disposal of first aid waste, these are signed appropriately and emptied at the end of the day.</p> <p>First Aiders have had reminder on donning and doffing PPE</p> <p>First Aiders have been given further guidance and training on how to reduce the risk of infection when providing treatment.</p>	<p>Ensure there are a sufficient number of first aiders on the premises at any time.</p> <p>Ensure there are a sufficient number of fire marshals on the premises at any time.</p> <p>Senior management/leadership and first aiders are made aware that there may be potential delays in emergency services response, due to the current pressure on resources.</p> <p>Evacuation drills are undertaken within the first week of returning to school</p> <p>Plans for evacuation drills are in line with social distancing measures.</p> <p>Additional staff are identified and nominated for training to cover absences in fire marshal and/or first aid duties</p>	<p>CLs/MB</p> <p>CLs/MB</p> <p>LV</p> <p>CLs</p> <p>CLs</p> <p>CLs</p>
Risk of infection when staff are working across more than one site	Staff, pupils, visitors, contractors	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
			Staff (including agency) will return to normal working patterns across different sites. They can work across sites as can agency staff. They should ensure that they minimise contact and maintain as much distance as possible from other staff.	CL

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of hand sanitiser being misused by pupils	Staff, pupils, visitors, contractors	<p>Pupils are only given access to sanitiser when supervised.</p> <p>Sanitiser is not left unsupervised if in bottles. Stock is stored in restricted area. Where possible wall dispensers are used.</p>	Pupils and staff will be issued with small hand sanitiser bottles. CL will need to communicate the safe and appropriate use of these. If misuse is identified then sanitiser will be removed.	CL
Interim evacuation plans fail - harm to occupants	Staff, pupils, visitors, contractors	<p>Centres are advised to use current evacuation procedures but to adhere to social distancing when at muster point.</p> <p>All 'normal' egress points are clear and functioning.</p> <p>Centre Leaders are ensuring adequate numbers of trained first aiders and fire marshals</p> <p>Facilities Team continue to test the fire alarm regularly</p> <p>All staff and visitors sign in on arrival. Pupil registers are taken.</p>	<p>Centre Leaders should ensure their teams are reminded of the fire evacuation procedures.</p> <p>Fire marshals are reminded to close any doors on evacuation that are propped open to prevent COVID infection from handles. Only if safe to do so.</p> <p>Centre Leaders should arrange an evacuation drill to test the adequacy of interim arrangements. Reporting any concerns back to Facilities & Leadership Teams.</p>	<p>CLs</p> <p>CLs</p> <p>CLs</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Risk of infection when visiting pupil homes	Staff	All STP staff will have been issued with a Laptop and mobile phone to ensure they can stay in contact with remote learning pupils that they teach	<p>Short Term Provision will resume teaching in the home.</p> <p>The following PPE is available to STP staff;</p> <ul style="list-style-type: none"> - Face Visor - Face Coverings - Hand sanitiser - Gloves - Cleaning wipes - Disposal bags <p>Guidance will be provided to staff who teach in the home.</p> <p>Parents will be contacted outlining the expectations of home, pupil and member of staff visiting.</p>	<p>JZ/JB</p> <p>Facilities</p> <p>JZ/JB</p> <p>JZ/JB</p>
Risk of infection from new variants	Staff/Pupils/Visitors	<p>The new variants of the virus do not require any additional control measure and the current guidance remains unchanged.</p> <p>Any local outbreaks of any new variant(s) will be managed by Public Health in partnership with schools, staff and families impacted.</p>		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Once approved this risk assessment should be stored on the L drive - ***insert hyperlink here*** and should be shared and discussed by all individuals it concerns. Remember to discuss this with all new starts at induction.