



Risk Assessment for: School Reopening 1st September 2020 – COVID19

This risk assessment supplements the COVID19 business continuity plans already in place and is specifically for reopening of the school from 1st September 2020 to all pupils. This risk assessment will be updated when further government and local guidance is given.

**Completed by: Mike Burton
(live document)**

Date of risk assessment: 13/07/2020 (updated)

Review Date: weekly

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?	Action by when?	Done
Risk of infected persons contaminating others	Staff	Staff who can work from home are instructed to do so to minimise time spent in the school.	Staff should be reminded of the importance of following all measures outlined in this risk assessment	HB	July/Sept	
		All staff have been advised not to enter school premises if they are symptomatic;	Staff should be given opportunity to consult on this risk assessment, including a mechanism to raise any further hazards or controls as appropriate.	HB	July/Sept	
		The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:	In response to any infection we will engage with the NHS Test and Trace process. Anyone displaying symptoms can and should get a test	CL/SLT	When required	
		<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) 	Ensure that there are suitable stocks of PPE, tissues and cleaning products for the Autumn term.	PL	July	
		Staff have been advised that within 14 days of the day when the first member of their household showed symptoms they are not come to work, but must follow the Public Health guidance on self-isolation.	Staff working with pupils will be allowed to work in different bubbles. However, this will be minimised using timetables where possible.			
			Staff are reminded that where possible a distance of 2m should be maintained between other staff and pupils.	HB	July/Sept	
		If a member of staff or a pupil develops a high temperature or a persistent cough while at school, they should:	Teachers will be encouraged to stay at the front of the class and away from colleagues as much as possible	KB	July/Sept	
		<ul style="list-style-type: none"> - Ensure their centre leaders, line manager or a member of senior leadership is informed 	Large group gatherings such as whole school meetings should be avoided.	CL		
		<ul style="list-style-type: none"> - Return home immediately or parents be contacted to collect 	The use of staff rooms should be minimised.	All staff		
		<ul style="list-style-type: none"> - Avoid touching anything 	Staff should have their own stationary and should not share these with others.	All staff		

		<ul style="list-style-type: none"> - 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 pupil must remain off school for 14 days unless a negative test result is received by the person originally going off. <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 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>Hand sanitiser and disposable wipes are available for use.</p> <p>Staff are requested to wear appropriate clothing (clothes appropriate for business/work and no items of clothes where they are more prone to</p>	<p>Swift action should be taken when a member of staff has tested positive for COVID19, contacting the local health protection team.</p> <p>Staff who are classed as 'clinically extremely vulnerable' can return to work from 1st August as long as they can maintain social distancing. Flexibility will be applied in how those staff are deployed.</p> <p>The delivery of staff development, particularly training days will be scheduled so that social distancing can be maintained.</p> <p>Staff travelling abroad during the summer should consider the need for quarantine when returning and discuss any implications with their manager ASAP.</p> <p>Staff are asked to minimise the number of visitors to site where possible.</p>	<p>CL/SLT</p> <p>AT/CL</p> <p>HB</p> <p>CL</p>	<p>When required</p> <p>July/Sept</p> <p>July/Autumn 1</p>	
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		<p>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>For staff having to use key coded vehicle gates, personal issued hand sanitiser has been made available.</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?	Action by when?	Done
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) 	Contingency plans for learning are put into place for a local lockdown.	HB	15/7/20	YES
		<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>'Bubbles' are created (each centre).</p> <p>Individual healthcare plans to be amended to incorporate social distancing, so far as is reasonably practicable.</p>	HB	06/07/2020	YES
		<p>If a pupil develops a high temperature or a persistent cough while at school, they should:</p>	Put in place provision for the return of pupils with SEND in conjunction with families	LV/SENCoS		
		<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. 	Bring any support requests to weekly LA SEND Panel	LV/SENCoS		
		Pupils are directed to regularly wash hands and use paper towels or dryers to dry hands and not to use reusable towels, dishcloths etc.	Support for pupil/parent anxiety about return to school and vulnerability to COVID-19	LV/SENCoS		
		Hand sanitiser and disposable wipes are available for use.	Requests for support for vulnerable families sent through Early Help Hubs	CLs/Facilities		
			LA support for individual or complex cases	TG	July	
			Identify maximum number of pupils for each site.			
			Design layouts to enable social distancing.			
			Classrooms are remodeled with chairs and desks in	CLs		
				TG	July	

		<p>Pupils have been requested to tie long hair back and to remove hand and wrist jewellery where possible</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 - Facemask/face shield of FFP3 OR N95 rating - Disposable apron - Gloves 	<p>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.</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.</p> <p>Pupils should be kept apart as much as possible, movement around the school sites should be kept to a minimum. Therefore, timetables should be amended to reduce corridor traffic.</p> <p>Large group gatherings such as assemblies should be avoided.</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>PL</p>	<p>July</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>	
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		<p>Pupils should have their own stationary 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>Testing kits will be 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 can resume. External vocational tuition providers must have a suitable risk assessment in place, which is reflected in our own risk assessments.</p>	<p>CL/SLT</p> <p>AO</p> <p>Teachers</p> <p>CL</p>	<p>When required</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>	
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			Educational visits will continue (except for residential visits). EVL & EVCs should include COVID19 in their risk assessments.			
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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?	Action by when?	Done
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 within 14 days of the day when the first member of their household showed symptoms, they are not to visit school.</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>Clear guidance is required on the new visitor signing in system.</p> <p>Parents will be reminded off 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.</p>	<p>KB/RS</p> <p>TG/CL</p> <p>CL</p> <p>CL</p>	<p>Sept</p> <p>July</p> <p>When required</p>	

		<p>Visitors are requested to tie long hair back and 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>				
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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?	Action by when?	Done
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>[Added by AT] Plan your route, including any breaks, before setting out. Routes may be different as local areas make changes to enable social distancing.</p> <p>Check that your vehicle is safe and roadworthy if you haven't used it for several weeks.</p> <p>People from a household or support bubble can travel together in a vehicle.</p> <p>You should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people outside your household or support bubble. Take care to use face coverings properly.</p> <p>Expect more pedestrians and cyclists, especially at peak times of day. Where possible, allow other road users to maintain social distancing. For example, give cyclists space at traffic lights.</p> <p>Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible pay by contactless.</p>	AT/MB AT	Sept July	YES

			Wash your hands for at least 20 seconds or sanitise your hands often, and always when exiting or re-entering your vehicle.			
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?	Action by when?	Done
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.	CLs	July	
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?	Action by when?	Done
Risk of working from home – loneliness, illness, stress	Staff	<p>Line managers re checking in with staff regularly.</p> <p>Staff encouraged to use Microsoft Teams/Zoom/Google Classroom/other video calling application to liaise with colleagues.</p> <p>Staff are given clear information of work expectations. This involves checking emails frequently.</p> <p>Supplementary work will be provided to staff should their normal work be difficult to compete from home (such as online training).</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff briefings and training have included content on wellbeing.</p>	Wellbeing Champions should continue to support their colleagues through adjusted delivery activities	AT	Sept	

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?	Action by when?	Done
Risk of anxiety of returning to work	Staff	<p>Information is shared with staff in a timely fashion to give time to reassure and ask questions.</p> <p>Email inbox has been created to allow all staff to ask questions and receive clarity on return to work issues.</p>	<p>Time given to staff to understand new procedures</p> <p>Time given to staff to plan alternative/amended curriculum plans and delivery methods</p>	<p>SLT</p> <p>KB</p>	<p>Sept</p> <p>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?	Action by when?	Done
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</p>				

		and other surfaces which may be touched during the journey.					
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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?	Action by when?	Done
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		

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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?	Action by when?	Done
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>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 • Lift and hoist controls • Machinery and equipment controls 	Different groups do not need to be allocated their own toilets. Effectiveness of cleaning is monitored and increased if necessary.	CLs/Facilities	Sept	

		<ul style="list-style-type: none">• 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• There will be frequent contact with cleaning providers regarding provisions onsite.					
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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?	Action by when?	Done
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 - Lift and hoist controls - 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. Consideration will be made for the creation of screens around servery areas.</p> <p>Dining hall capacity limited to smaller groups with 2m 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>CLs/Facilities</p> <p>MB</p> <p>CLs/Facilities</p> <p>CLs/Facilities</p> <p>CLs/Facilities</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>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?	Action by when?	Done
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>Staff have been instructed to place delivery notes in the relevant tray and if it needs to be touched again within a 48-hour period then gloves must be worn.</p>	Parents will be reminded to use electronic payment methods wherever possible to reduce the need for school to handle cash.	RS	July/Sept	

		<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>					
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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?	Action by when?	Done
Access points to the sites and egress points	Staff, pupils, visitors, contractors	<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 queuing, 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. Hand wipes and sanitisers available at each signing in area.</p> <p>Fire evacuation drills are undertaken within the first week of returning to school</p>	<p>RS/KB-1st Sept</p> <p>CLs</p>	<p>Sept</p> <p>Sept</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?	Action by when?	Done
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. 	<p>CLs/HOC</p> <p>CLs</p> <p>CLs/Facilities</p> <p>HB</p>	Sept	

			<ul style="list-style-type: none">- 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.				
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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?	Action by when?	Done
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>Staff breaks are staggered in line with pupils and a rota system displayed on door; staff are provided with more time to take a break where there is a need for them to wear protective masks, gloves and overalls; to allow time for its safe removal, disposal and then re-applying as required.</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>	Ensure a suitable stock of cleaning materials and PPE is available at ALL sites	Facilities	July/August	

		<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.</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?	Action by when?	Done
Risk of infection from outdoor play equipment and EYFS equipment	Staff & Pupils	<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>	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	Facilities	Sept	

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?	Action by when?	Done
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>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>CLs/MB</p> <p>CLs/MB</p> <p>LV</p>	<p>Sept</p> <p>Sept</p>	
Risk of infection when staff are working across more than one site	Staff, pupils, visitors, contractors		<p>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.</p>	CL	Sept	
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.</p> <p>Stock is stored in restricted area. Where possible wall dispensers are used.</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?	Action by when?	Done
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>	<p>Sept</p> <p>Sept</p> <p>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?				
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	Short Term Provision will resume teaching in the home. Guidance for staff and parents The following PPE is available to STP staff; <ul style="list-style-type: none"> - Face Visor - Face Coverings - Hand sanitiser - Gloves - Cleaning wipes - Disposal bags 	JZ/JB	July/Sept		

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.