

Risk Assessment

Area/Activity Assessed	School Phase 3 Reopening – COVID-19	Date	20/07/2020
Assessment Completed By	MM/SLT/Compliance Education	Person(s) Consulted	Headteacher/Trustees/Staff

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> • School will be deep cleaned over the summer holiday period. School has been cleaned continuously throughout the lockdown period. Large parts of the school have also been re-decorated. ▪ All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. Key plans to be shared with all staff, and staff given the opportunity to ask any questions and raise and concerns following the briefing and via email. Documentation to be shared prior to opening. Risk Assessment documentation provided to all staff based on the roles undertaken in school, Vulnerable / shielding staff to have their own risk assessment updated in line with guidance. ▪ The Schools reopening plan has been created in line with current Government, Public Health, DfE guidelines. As part of the Government guidelines ▪ All staff and students will have access to coronavirus tests via the NHS website. ▪ Year groups will return on a phased basis. Draft plan is as follows: <ul style="list-style-type: none"> • 2nd September – years 7 and 12 • 3rd September – years 8/9/10 • 4th September- years 11/13 • 7th September- all years: full re-opening as per plan shared via website ▪ Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. See the school re-opening plan. 	4	2	8	A plan is to be created for the building
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> ▪ Current UK Government Travel guidelines will be followed. ▪ Where necessary the Headteacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines 	4	1	4	This is for people who have travelled to countries not part of the travel corridor

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3	Staff and Students who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> Staff and Students who have been instructed to shield/High Risk category can return to work if stringent social distancing measures are in place for that individual. Staff Vulnerable risk assessment to be reviewed prior to return to school. The school has liaised with the staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus. Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment. Staff, Parents and Students will follow the advice given to them by their/or their child's General Practitioner. Staff and Parents have a responsibility to keep their manager/school informed of any changes to their condition or the advice given to them by their General Practitioner. The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person. Vulnerable Risk Assessment to be updated as and when required. Temporary adjustments when necessary will be put in place. Temporary adjustments to be made according to the vulnerable person risk assessment. 	4	2	8	Vulnerable person RA forms available

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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4	<p>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p>	4	2	8	<ul style="list-style-type: none"> Staff and Students are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms. Reminder letter to be issued to all Parents and Staff. Signage in place at the entrance points for visitors, parents and students. Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days if applicable (Advice will be obtained from Public Health) Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested. All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. 	4	1	4	

5	Staff and Students displaying symptoms.	4	3	12	<p>Whilst on site.</p> <ul style="list-style-type: none"> ▪ The School will be notified immediately. ▪ Staff and Students displaying symptoms of Coronavirus will be sent home. ▪ All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health. ▪ A suspected coronavirus letter will be sent home with each student and parents/carers are asked to monitor the health of their child. ▪ Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. Isolation room has been identified as the current exclusion room. ▪ Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained. ▪ Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. ▪ Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested. ▪ All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) ▪ A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. <p>Positive Result</p> <ul style="list-style-type: none"> ▪ The School will notify Local Health Protection Team, Compliance Education, School Trustees and the LA. ▪ Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by SHPT) <p>The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.</p>	4	2	8	<p>School to look at ways in which they can support students/parents if they fall ill.</p> <p>Especially students/parents where English is there 2nd language.</p>
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Risk Assessment

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					<ul style="list-style-type: none"> Where possible classrooms are secured and left for 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. 				

	Unable to social distance on public transport	4	3	12	<p>Dedicated school transport -</p> <ul style="list-style-type: none"> ▪ As per local/national advice, students should only use the school bus service if there is no other option available to them to get to and from school. Further information available at: https://www.merseytravel.gov.uk/customer-information/rethink-travel/ ▪ Staff and Students are advised to practice social distancing were possible. ▪ Hands should be sanitised upon boarding and/or/disembarking ▪ All students will wear a face covering if they are likely to come into contact with people outside their group/Zones ▪ Guidance letter issued to parents/families <p>Hands should be sanitised upon boarding and/or/disembarking The School bus is cleaned regularly- as discussed and agreed with MerseyBus. Students are instructed to maintain an orderly queue and where possible seated in order of disembarkation. All students will wear a face covering unless they are exempted from doing so.</p> <p>Public Transport</p> <ul style="list-style-type: none"> ▪ Please follow guidance as laid out in the Merseytravel link above. ▪ Staff and Students are advised to practice social distancing ▪ All Staff and Students will wear a face covering ▪ The school will endeavour to encourage staff and students to walk or cycle to school or will look at staggering finish times to ease the congestion on public transport <p>Update: School is slightly staggering finish times to the school day.</p> <p>Car Sharing or Parents picking students up</p> <ul style="list-style-type: none"> ▪ All Staff and Students will wear a face covering if they are traveling with person from another household. 	4	1	4
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. <p>Cycling</p> <ul style="list-style-type: none"> The school have adequate/installed further bicycle security sheds/racks. <p>Training for removing face coverings</p> <ul style="list-style-type: none"> The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely. Staff and students will receive advice on the safe putting on and removal of PPE. <p>See reopening plan for disposal / removal of face coverings when arriving at the school.</p>				

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	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure staff requalification dates have not lapsed. <p>All First Aiders are in date for the training.</p> <ul style="list-style-type: none"> The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities <p>All First Aiders to access refresher course, they all have all be issued with appropriate PPE. Meeting to be arranged to go through latest guidance with First Aiders.</p> <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> ▪ Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. ▪ All alarm and emergency lighting systems are maintained by appointed competent contractor. ▪ The COVID-19 fire procedure is explained to all staff members before the school reopens to students. ▪ Regular fire evacuation drills are practiced termly as a minimum. Students will evacuate and line up outside of their designated zone. ▪ All Staff and students to have a work through of the new fire evacuation procedure during the first week back in school. Fire drill to follow during first half term. ▪ All staff members receive fire awareness training at regular intervals. Refresher Fire Marshall training to be arranged for all Fire Marshalls. ▪ Smoking prohibited in the building in line with current legislation. 	5	1	5	

	Persons not following Social Distancing rules (mixing with other Zones)	4	3	12	<ul style="list-style-type: none"> ▪ Students repeatedly disobeying the rules will be placed on a behavioural plan. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools ▪ The School will do everything possible to minimise contacts and mixing of Zones. School will have staggered departure times, separate breaks and lunch (see re-opening plan for further details). ▪ All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible. <p>This includes:</p> <ul style="list-style-type: none"> ▪ Following all temporary alterations to the school's routine and procedures that have been implemented by the Headteacher and SLT to protect both the staff and students. ▪ Staff and Students are requested to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategically placed around the building to supplement hand washing. Sanitiser units to be placed inside each classroom and units strategically placed at entrances and exits. ▪ Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their Zones. ▪ Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bag it, bin it, kill it' ▪ Cleaning routines have been enhanced. ▪ The school timetable has been adjusted to factor in the need to reduce movement around the building. All student year groups will be taught and remain in zones to minimise movement around school. Specialist teaching will be timetabled to specific rooms and rooms cleaned after each use however specialist teaching will not be considered for at least the first two weeks. 	4	1	4	Instruction leaflets and posters have been created.
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> ▪ Where possible staff and students will refrain from having close face to face contact with another person. ▪ Staff are instructed to socially distance at all times from students and other members of staff. ▪ Staff and Students are discouraged from gathering in large close groups. <p>See school reopening plan for further details on how the school will manage and implement social distancing measures.</p>				

2	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>In each zone everyone is responsible for creating, managing and implementing their own social distancing/minimal contact throughout the day.</p> <p>All plans have been passed by Headteacher/SLT and Compliance Education.</p> <p>The school will stagger finish times where possible. We will avoid pupils moving from one zone to another and ensure where possible pupils do not need to move through another zone to get to the toilet. Movement along corridors will therefore be very limited.</p> <p>We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall certain pupils. Staff will where possible will maintain social distancing with other staff and pupils.</p> <p>Staggered lunch breaks when using Dining Hall – students and staff will clean their hands in the zone beforehand and enter in the zone group. Groups will be kept apart as much as possible and tables/chairs/equipment will be cleaned between each group. If such measures are found to not be possible, students will be brought lunch in their zone. Students will only eat lunch in either their allocated zone or outdoor space or in the Dining Hall. If using the zone - Lunches will be delivered to the entrance of each zone by an allocated member of the catering staff. Students that bring their own packed lunch will store it on or under their table</p> <ul style="list-style-type: none"> • Yr7, Yr10 and Yr11 will have access to the dining room for a staggered lunch. Sixth Form, Yr8 and Yr9 will have lunch taken to them • The lunch offering available will be a reduced offer for all year groups and staff • Students may bring their own packed lunch • A cookie/fruit offer will be available in the zones at breaktime 	4	1	4	
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				<p>Where possible pupils will access their zones directly. Pupils will access the building directly in their dedicated zone and go straight to their allocated classrooms.</p> <p>Pupils will remain in their zone for wet break/lunch.</p> <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> ▪ Ensure all predetermined routes are clearly sign posted/marked. <p>A visually marked area will be in place to ensure staff have a safe space to work from and socially distance from learners.</p> <ul style="list-style-type: none"> ▪ Protective screening is erected where required ▪ All unnecessary furniture is removed and stored safely ▪ All internal ventilation systems are checked to ensure they comply with current guidance and are maintained. <p>School will confirm that any air conditioning units or air handling units do not recirculate air between rooms.</p> <ul style="list-style-type: none"> ▪ The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health. ▪ The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. <p>New water fountains will be installed which will be bottle fill only and have a sanitising station located next to each one.</p> <ul style="list-style-type: none"> ▪ The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing ▪ The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. ▪ Cleaning rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day ▪ Will check cleaning product supplies, handwashing/drying, hand sanitizer and PPE stock levels are maintained. 			
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				<ul style="list-style-type: none"> ▪ Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. ▪ Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment <p>Meeting arranged with Orian Cleaning Services to go through cleaning regime and plan for the school.</p> <ul style="list-style-type: none"> ▪ Vending machines are wiped down regularly. <p>Not applicable in the initial phase as they have been taken out of use.</p> <p>Catering Manger Department/Contractor</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> ▪ The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. ▪ The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. ▪ The catering staff will ensure food is bought from reputable sources and used by recommended date. ▪ The Catering staff will ensure personal hygiene and handwashing is maintained. ▪ The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. ▪ The catering staff will clean and disinfect food storage and preparation areas. ▪ The catering staff will ensure a clean uniform is worn each day. ▪ The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?) ▪ The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time. 			
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				<ul style="list-style-type: none"> ▪ The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. ▪ The Catering Manager/Contractor will look at ways to protect staff whilst serving. ▪ Screens have been erected where necessary ▪ Contactless payments are implemented <p>Regular meetings to take place with catering provider (Taylor Shaw)</p> <p>Library</p> <ul style="list-style-type: none"> ▪ The library, under its normal arrangements will remain closed at the current time. It will be used as a study space for staff/Sixth Form students. Certain students will have access at lunchtime- this will be reviewed in the first two weeks of full re-opening ▪ The School will keep abreast of all current guidelines in relation to library safety including the regular cleaning of all resources. ▪ The school will review their collection and return books process. ▪ The school will monitor and manage the number of persons in the library at any one time. ▪ Books will be cleaned before and after use by pupils ▪ Rooms are well ventilated <p>At the start of the new term practical lessons will not be considered for at least the first 2-4 weeks to enable students to remain in their zones reducing the requirements for students to walk around the site.</p> <p>The following control measures will be considered as the term progresses if and when practical lessons are delivered.</p> <p>HOF/CAL (Maths, English, Geography etc...)</p> <ul style="list-style-type: none"> ▪ The CALs will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. as part of a catch up plan and in preparation for a local lockdown. 			
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					<ul style="list-style-type: none"> ▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. ▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups. ▪ Practical sessions are programmed in various rooms around site and at different times to reduce the movement of persons around the building and to ensure each classroom is cleaned before being used by another year group. ▪ Rooms are well ventilated <p>CALs (Drama, Music and PE)</p> <ul style="list-style-type: none"> ▪ CALs will keep abreast of all current guidelines in relation to their specialist subjects. ▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind ▪ The PE department will follow current guidelines and only introduce contact sports, indoor gym and swimming session when it is safe to do so. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf. The sports hall will be taken out of action for sport initially and will become an additional social space for year 11. ▪ The Department Head of music will follow current guidelines and only introduce wind instrument practical rehearsals/lessons when it is safe to do so. ▪ Drama and music rehearsals/lessons are structured to minimise close contact with others and will be suspended for at least the first two weeks of the new year. 			
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				<ul style="list-style-type: none"> ▪ The CALs will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. ▪ The CALs will ensure all practical sessions are delivered safely and with social distancing in mind. ▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups ▪ Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing. ▪ Practical lesson plans are reviewed to minimising contact/ensure social distancing is maintained. ▪ Practical sessions are programmed in various locations around site and at different times to reduce the movement of persons around the building. ▪ Small groups will use the larger rehearsal rooms when necessary to reduce the risk of students catching the virus from respiratory aerosol ▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. ▪ Rooms are well ventilated <p>CALs (DT, ART, Cookery, Science etc...)</p> <ul style="list-style-type: none"> ▪ The CALs will keep abreast of all current guidelines in relation to their specialist subjects. ▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. ▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. ▪ The Department Heads will ensure all practical sessions are delivered safely and with social distancing in mind. ▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups ▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. 			
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> ▪ Students will be instructed to maintain good hand hygiene. ▪ Touch points on equipment will be wiped down regularly. ▪ PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained. ▪ Rooms are well ventilated <p>Offices/Reception</p> <ul style="list-style-type: none"> ▪ A staff rota is in place in order to maintain social distancing in offices. ▪ If required and where possible staff may be asked to work from home. ▪ Where necessary temporary offices are created around the school and/or screens are erected. ▪ Touch points on equipment will be wiped down regularly. ▪ Wipes to be allocated next to equipment so staff can wipe down equipment. <p>Reception Area</p> <ul style="list-style-type: none"> ▪ The reception desk is fully enclosed with a screen . ▪ Only essential visitors and contractors are allowed on site and by appointment only. ▪ Visitors are discouraged from gathering in large groups. ▪ All unnecessary furniture in the reception area has been removed. ▪ Where possible staff will refrain from having close face to face contact with others ▪ Rooms are well ventilated <p>See School Plan for further details on how the school will manage and implement COVID safety measures including cleaning and management of resources, toilet provision and access and egress points.</p>				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> Students where possible will be placed in year group zones at all times. At present extra-curricular clubs are not being considered Physical sports and activity groups will follow the same regulations as curriculum PE. https://www.sportengland.org/how-we-can-help/coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation 	4	1	4	
	Arranging and/or attending inappropriate Education Visits	4	3	12	<ul style="list-style-type: none"> No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. The school Educational Visits Co-ordinator is responsible for signing off none-overnight domestic educational visits. All non-overnight educational visits will be arranged with both educational value and coronavirus in mind. All Educational Visits will be checked and approved by the Headteacher prior to the trip taking place. Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority) 	4	1	4	

7	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> ▪ The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. ▪ The school air conditioning will be turned off where natural ventilation is available. ▪ This virus can be readily isolated from respiratory secretions. ▪ There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. ▪ Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. ▪ Staff should sign in /out using their own pen upon arrival and exit. ▪ Each classroom to be provided with its own sanitising provision. <p>Handwashing</p> <ul style="list-style-type: none"> ▪ Handwashing is one of the most important ways of controlling the spread of infections, ▪ The recommended method is the use of liquid soap, warm water and paper towels. ▪ All ZONEs have access to toilet/handwashing facilities. Hand sanitiser stations are available in all zone classroom and at all entrances. ▪ Always wash hands after using the toilet, before eating or handling food, and after handling animals. Children to be reminded of this with designated hand washing times in addition to after toileting. Sinks are available <p>Coughing and sneezing</p> <ul style="list-style-type: none"> ▪ Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. ▪ Wash hands after using or disposing of tissues. 	4	1	4
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> ▪ Bins are available within each ZONE for disposal of tissues. ▪ Tissues will be place by the student in a plastic bag and sealed. Plastic bags provided each classroom. ▪ Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> ▪ PPE for cleaners as per MSDS and/or COSHH risk assessments ▪ PPE for cleaners when completing a Deep Clean ▪ The correct PPE should be used when handling cleaning chemicals. ▪ PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. ▪ PPE is worn by First Aiders when required 				

8	Unable to stop the virus from spreading General Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> ▪ The school is cleaned with normal household disinfectant. ▪ All cleaning undertaken by ORIAN using appropriate cleaning products. ▪ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: ▪ Objects which are visibly contaminated with body fluids. ▪ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ▪ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. ▪ Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE ▪ ORIAN have daily cleaners on site and this has been ongoing since the start of COVID 19. <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> ▪ All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). ▪ Intimate care provision should follow the same PPE requirements as per pre Covid-19. ▪ When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer’s instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. ▪ Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Always segregate domestic and clinical waste, in accordance with local policy. • Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. • All clinical waste must be removed by a registered waste contractor. 	4	1	4
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Risk Assessment

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 				

9	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> ▪ The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. ▪ Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. ▪ Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing). ▪ Once used all PPE is disposed of ▪ Hands are washed before and after cleaning for at least 20 seconds. ▪ Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. ▪ Pregnant staff or staff with a low immune system should not carry out such duties at this time. <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> ▪ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. ▪ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: ▪ Objects which are visibly contaminated with body fluids ▪ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ▪ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: ▪ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine ▪ A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants 	4	1	4

				<ul style="list-style-type: none"> ▪ If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses ▪ Avoid creating splashes and spray when cleaning. ▪ Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. ▪ When items cannot be cleaned using detergents or laundered, for example, ▪ Upholstered furniture and mattresses, steam cleaning should be used. ▪ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. ▪ If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Clinical waste.</p> <ul style="list-style-type: none"> ▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): ▪ 1. Should be put in a plastic rubbish bag and tied when full. ▪ 2. The plastic bag should then be placed in a second bin bag and tied. ▪ 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known ▪ Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. ▪ If the individual tests negative, this can be put in with the normal waste ▪ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste ▪ If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical 			
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Risk Assessment

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					waste bags for you to place your bags into so the waste can be sent for appropriate treatment				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	Med	<p>School is advised to create a reopening plan in line with current Government, Public Health and DfE guidelines. This Must include ways in which</p> <ul style="list-style-type: none"> ▪ Social Distancing can be maintained- at a reduced level for students, ▪ How Practical Lessons can be taught safely. ▪ The care of pupils on EHC plans or children of EYFS age can be maintained. ▪ How EHC/EYFS lessons or play activities can be taught safely. ▪ Deep Cleaning. <p>Action Plan to deal with suspected Coronavirus cases reviewed.</p>	Headteacher and SLT	Before school reopens	
	Med	Staff Training – The school is advised to provide staff training and instruction to all staff before the school is reopened to pupils. This training should be recorded to verify staff attending the training/instruction fully understand.	Headteacher and SLT	Before school reopens	
	Med	Social Distancing – The school is advised to create a set of social distancing rules that all staff and pupils should follow.	Headteacher and SLT	Before school reopens	
	Med	Social Distancing EHC plan – The school is advised to liaise with the pupils teaching support staff and the pupils' parents to ensure all the child's needs are met.	Principal and SLT	Before school reopens	
	Med	Refresher Training for all First Aiders re COVID 19	SBM	First Week Back	
	Med	Fire Marshall Training – refresher	SBM	Inset Day	

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-

	during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety