

Risk Assessment Form

Department: <i>Halesbury School</i>	Service: <i>Education</i>	Reference:
Activity: <i>Full School Reopening</i>	Site: <i>Halesbury School</i>	
People at Risk: <i>Staff, pupils and visitors</i>	Additional Information: <i>Written in respect of the Corona Virus</i>	
Name of Person Completing Form: <i>John Kulyk</i> Date: <i>21/08/2020</i>		Job Title: <i>Head Teacher</i> Review Date: <i>Jan 2021</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Staff/pupils/parents/visitors unaware of policies and procedures</i>	<i>Infection transmission due to poor awareness of policies and procedures implemented to reduce the risk of spread of infection.</i>	<i>H</i>	<p><i>All staff and visitors are made aware of the policies and procedures in place to reduce the risk of spreading the infection, including:</i></p> <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Coronavirus (COVID-19): Full Opening Handbook for Parents/Carers</u> - <u>Remote Learning Policy</u> - <u>Safeguarding Policy Addendum – COVID-19</u> <p><i>Senior leaders are aware of current guidance and legislation in respect of whole school operations during the COVID-19 pandemic including, but not limited to:</i></p> <ul style="list-style-type: none"> - <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</i> - <i>DfE (2020) ‘Guidance for schools: coronavirus (COVID-19)’</i> - <i>Safe working in education, childcare and children’s social care</i> - <i>Supporting children and young people with SEND in schools and colleges</i> 	<i>M</i>	<i>Senior Leaders and managers to stay up to date with policies and guidance.</i>

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			<p><i>Staff receive any necessary information on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</i></p> <p><i>The school keeps up-to-date with advice issued by, but not limited to, the following:</i></p> <ul style="list-style-type: none"> - <i>DfE</i> - <i>NHS</i> - <i>PHE</i> - <i>Department of Health and Social Care</i> - <i>The school's local health protection team (HPT)</i> <p><i>All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via the Full School Reopening Risk Assessment on the school website, ParentHub or email, as well as signage throughout the school premises.</i></p> <p><i>The senior leadership team reviews relevant school policies to ensure they account for new provisions.</i></p>		
<p><i>Deterioration in premises safety due to lack of occupation and monitoring</i></p>	<p><i>State of premises may have deteriorated or become damaged by natural occurrences or vandalism while</i></p>	<p><i>H</i></p>	<p><i>The site manager undertakes the full range of school reopening checks as would be done after the 6 week summer break, including:</i></p> <ul style="list-style-type: none"> • <i>Building security and security systems</i> • <i>Vandalism</i> • <i>Water ingress/damage</i> • <i>Car par and external walkways</i> 	<p><i>L</i></p>	<p><i>Site manager to report condition of the school to headteacher and work with health and safety co-ordinator prior to school opening.</i></p>

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	<i>not in use causing potential harm to occupants upon return.</i>		<ul style="list-style-type: none"> • <i>Vegetation damage</i> • <i>Pest damage</i> <p><i>Any identified areas of the school required to remain closed will be reported to the head teacher who will communicate this to staff and make changes to building usage taking account of the need to maintain social distancing. Out of use areas remain closed, secured and are clearly identifiable.</i></p> <p><i>The site manager keeps regular premises checks and maintenance up to date including for gas, electrics, fire safety equipment and emergency evacuation systems.</i></p>		
<i>Legionella infection due to bacterial build up in water systems</i>	<i>Staff/pupils/visitors become unwell due to legionella build up in water systems.</i>	<i>H</i>	<p><i>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</i></p> <p><i>All water systems are thoroughly flushed, e.g. toilets and taps. The site manager commissions a water treatment specialist to chlorinate water systems where required.</i></p> <p><i>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</i></p> <p><i>All sanitary appliances, including drainage, are checked for blockages, adequate hygiene and that they are in working order.</i></p>	<i>L</i>	<i>Site manager to check all regular maintenance and servicing is up to date and arrange any which have been postponed due to pandemic outbreak.</i>

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<p><i>Transmission of Covid19 among staff and pupils due to poor hand and respiratory hygiene</i></p>	<p><i>Infection transmission due to poor awareness and implementation of hand and respiratory hygiene</i></p>	<p><i>H</i></p>	<p><i>All pupils and staff are to wash or sanitise hands on arrival and regularly throughout the day including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</i></p> <p><i>Hand sanitiser is provided for those pupils who dislike the feeling of water.</i></p> <p><i>Pupils to be supervised by staff, where appropriate to age and/or understanding, for example when using hand sanitiser to ensure they do not ingest any.</i></p> <p><i>Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</i></p> <p><i>Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</i></p> <p><i>In line with current government guidance, face coverings are not required to be worn on the premises.</i></p> <p><i>If an individual arrives at school wearing a face covering, they will be asked to remove the covering safely upon entering the premises, and put it in a plastic bag so that it can be taken or used on the journey home. They are asked to wash their hands immediately after doing so.</i></p>	<p><i>M</i></p>	<p><i>Check regularly to ensure information notices are clearly on display. Replace where necessary.</i></p> <p><i>Ensure all staff/pupils/families and visitors are aware of procedures.</i></p> <p><i>Monitor official guidance for updates and share with school community.</i></p>

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			<p><i>No pupil or adult will be refused access if they do not feel they can remove their face covering and are able to handle it safely and responsibly in accordance with guidance. For tasks where their ability to carry out their duties or learn is significantly impaired by wearing the face covering, they will be asked to remove it and to maintain social distancing.</i></p> <p><i>Hygiene measures are explained to visitors and contractors upon their arrival.</i></p> <p><i>Staff/visitors receive the necessary information and training to manage infection control in line with their tasks.</i></p> <p><i>Infection control information and procedures are adapted and made accessible to pupils.</i></p> <p><i>Notices displayed in school reminding staff and pupils to cough/sneeze into a tissue or elbow, put used tissues into a lidded bin immediately and wash hands thoroughly and regularly.</i></p> <p><i>Pupils are encouraged not to touch their faces or each other's.</i></p> <p><i>Information is displayed around school, in all work areas, listing symptoms of Covid 19, providing personal hygiene and social distancing advice.</i></p> <p><i>Staff and visitors to maintain social distancing where possible, wash hands regularly, refrain from touching faces and follow Public Health England guidance displayed in the setting.</i></p>		

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			<p><i>Where close proximity interaction between staff and pupils or 2 adults (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to:</i></p> <ul style="list-style-type: none"> • <i>Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely.</i> • <i>Work facing away from each other or side-by-side, where possible, instead of face-to-face.</i> • <i>Where face-to-face interaction is essential, minimise the frequency and duration of the interaction.</i> • <i>Limit close proximity interaction to 15 minutes at a time.</i> • <i>Limit the number of people in close proximity interactions to no more than two people.</i> <p><i>Hand sanitiser or soap & water and tissues to be made available in all areas, especially at entrances/exits.</i></p> <p><i>Pupils and staff will not share food unless cut up into portions and shared out with all hygiene protocols adhered to, as in sharing a birthday cake for example. All cutlery, cups and utensils will either be washed in a dishwasher or be used consistently by one person only.</i></p>		
<p><i>Increased risk of infection due to difficulties maintaining social distancing upon the return of the whole school.</i></p>	<p><i>Having all pupils and staff onsite makes social distancing more difficult and greatly increases risk of spread of infection.</i></p>	<p><i>H</i></p>	<p><i>LA risk assessments carried out on all pupils returning to school. The assessment will concentrate on children’s understanding of the virus and social distancing.</i></p> <p><i>Pupils and staff are separated into groups (or ‘bubbles’).</i></p> <p><i>Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble. Social distancing is</i></p>	<p><i>H</i></p>	<p><i>New and returning pupils are to be given regular reminders of what social distancing is and why it is important.</i></p>

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	<p><i>Pupils having little awareness of personal space and are unable to maintain social distancing independently.</i></p>		<p><i>maintained where this is possible according to the understanding and abilities of each pupil.</i></p> <p><i>Staff who move between bubbles will minimise close contact by adhering to social distancing as strictly as possible with all pupils and staff.</i></p> <p>Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</p> <p><i>Staff communicate via a digital medium e.g. Teams messaging/groups/video call or email rather than face to face where possible.</i></p> <p><i>Pupils' educational and care support plans are provided as normal.</i></p> <p><i>Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</i></p> <p><i>Visual aids are used to display social distancing measures.</i></p> <p><i>Pupils to stay in their own classes/bubbles for lessons. Break times are staggered to reduce quantity of pupils on the playground at any one time and prevent mixing.</i></p> <p><i>Pupils encouraged to maintain social distancing at break times.</i></p>		<p><i>Maximum person capacity limits to be clearly displayed in small staff communal areas e.g. PPA room</i></p>

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			<p><i>Assemblies are held within groups/bubbles. Whole school or phase assemblies may held in classes via Teams.</i></p> <p><i>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings and facilitate social distancing between adults.</i></p> <p><i>Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, a member of the SLT assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</i></p> <p><i>Pupils will be collected and returned to their taxis one vehicle at a time. Hand sanitiser will be used upon alighting and boarding the vehicles.</i></p> <p><i>Pupils age 11 and over must wear a face covering on public transport.</i></p> <p><i>Pupils age 11 and over are advised to wear a face covering on dedicated school transport but this is not a legal requirement.</i></p> <p><i>Parents are required to socially distance when collecting or dropping off pupils at the front entrance. Pupils will be admitted and brought out one at a time or in family groups.</i></p> <p><i>Pupils and parents are encouraged to avoid using public transport where possible and to walk or cycle where appropriate.</i></p>		

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	<p data-bbox="495 1238 728 1401"><i>Gatherings of pupils at any time including lunch, break times and toileting.</i></p>		<p data-bbox="889 389 1648 552"><i>Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They are required to minimise their contact with other staff members and maintain as much distance as possible from pupils and staff.</i></p> <p data-bbox="889 592 1655 655"><i>Social distancing measures are explained to all contractors and visitors upon their arrival.</i></p> <p data-bbox="889 695 1644 759"><i>A record is kept of all visitors and contractors that come to the school site.</i></p> <p data-bbox="889 799 1666 895"><i>Pupils are to keep to their own seats and only use their own frequently touched equipment in classrooms – age and ability dependent.</i></p> <p data-bbox="889 935 1639 1031"><i>There is a tight rota for moving around the school with the recognition of the ‘bubble’ to minimise contacts between groups.</i></p> <p data-bbox="889 1070 1610 1134"><i>All rooms to be kept well ventilated, doors and windows open where it is safe and sensible to do so.</i></p> <p data-bbox="889 1174 1630 1238"><i>One way system to operate in corridors where marked to enable social distancing when moving around school.</i></p> <p data-bbox="889 1246 1637 1310"><i>Classes or bubbles will have staggered breaks and eat in class where this is possible.</i></p> <p data-bbox="889 1350 1655 1382"><i>Any hall equipment used will be cleaned between seatings.</i></p>		

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			<p>School cutlery and other equipment will be thoroughly cleaned in the dishwasher.</p> <p>Pupil toileting will be monitored/supported as necessary according to the age and ability of the pupil.</p> <p>Pupils are required to wash or sanitise their hands after eating and when returning from break.</p>		
Transmission of Covid19 in staff only areas.	Adults working closely	H	Adults are required to reduce contacts and maximise distancing from other staff as much as possible.	M	
	Lunch times and breaks, rooms where staff previously met to socialise.	H	<p>Lunch times and breaks to be strictly managed on a rota by class teachers and/or staff to eat in their own classes.</p> <p>Staff break areas to have soap & water or hand sanitiser available.</p> <p>Staff to bring their own lunches, cutlery, cups and utensils or use the dishwashers provided.</p> <p>Staffroom and shared areas to be kept well ventilated. Cleaning spray or wipes are provided and staff required clean their space before and after using the area.</p>	M	<p>Signage to be placed in staff areas to notify of the procedures in place.</p> <p>Kitchenette areas are planned for mobile classrooms, making facilities available for staff taking breaks in their classrooms.</p>
	Transmission of virus during staff Meetings	H	<p>Staff meetings will either be held via Teams or socially distanced outdoors.</p> <p>Small group meetings may be held indoors but only if social distancing is strictly adhered to in a well ventilated space.</p>	L	

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	<i>Transmission of virus in reprographics areas</i>	<i>H</i>	<p><i>Only one person at a time should use the reprographics areas. Others waiting to use the equipment must wait outside the room.</i></p> <p><i>Photocopiers must be cleaned and hands washed/sanitised after use.</i></p>	<i>M</i>	<i>Ensure sanitising wipes are always available by photocopiers.</i>

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<p><i>Transmission of virus in intimate care and first Aid situations.</i></p>	<p><i>Intimate care procedures put staff and pupils at greatly increased of viral transmission through close contact and managing waste contaminated with bodily fluids/solids.</i></p>	<p><i>H</i></p>	<p><i>Pupils are encouraged to manage their own personal care.</i></p> <p><i>Where first aid treatment is required and social distancing cannot be maintained, gloves and a mask may be worn. A visor may be worn if the pupil is known to spit. PPE must be removed and disposed of in accordance with guidance. Hands must be washed thoroughly with soap and running water for at least 20 seconds. The first aid room should be cleaned with wipes after use.</i></p> <p><i>Where intimate care is required, staff should follow normal procedures and wear PPE in accordance to pupil Care Plans and the Intimate Care Policy.</i></p> <p><i>Frequently touched areas must be cleaned and disinfected between each use.</i></p> <p><i>PPE is available for staff to use and following process should be adhered to:</i></p> <ul style="list-style-type: none"> <i>• Type IIR surgical mask.</i> <i>• Visor.</i> <i>• Apron</i> <i>• Gloves</i> <p><i>All touched surfaces and items should be disinfected after use.</i></p> <p><i>PPE should be removed safely following the procedure in the displayed PPE poster in care rooms and the first aid room.</i></p>	<p><i>H</i></p>	<p><i>A regular repeat order of all required PPE, hygiene and cleaning solutions will be maintained by the office.</i></p> <p><i>Regular checks will be undertaken to ensure posters displaying the safe removal of PPE are prominently displayed.</i></p>

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			<p>Staff member will dispose of all PPE used into a clinical bag waste bag.</p> <p>Staff routinely wash their hands for more than 20 with soap and water after supporting pupils with intimate care.</p> <p>On exit the handle of the door will be wiped clean.</p> <p>Any soiled clothing should be double bagged and sent home.</p>		
Cross infection due to lack of PPE for staff.	Staff/pupils not protected in close contact situations from transmission of the virus.	H	<p>A running order has already been established to be updated every week. Order includes:</p> <ul style="list-style-type: none"> Type IIR fluid repellent face masks Visors Gloves Aprons Protective glasses Hand sanitiser no less than 60% alcohol based Cleaning products including disinfectant, virucidal wipes and disposable cloths. Large supply of yellow bio hazard sacks. 	H	<p>Order reviewed and an inventory taken every week by Admin staff.</p> <p>All staff are responsible for reporting any extra PPE required as the need arises.</p>
Improper use of PPE.	PPE providing inadequate protection due to improper use.	H	<p>PPE is provided for use by all staff as needed.</p> <p>Posters with guidance for putting on and taking off PPE are on display in areas where PPE is available.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> • cover both nose and mouth • not be allowed to dangle around the neck 	M	<p>All staff to be made aware of the correct use of PPE as well as donning and doffing procedures.</p> <p>Posters to be displayed in intimate care and medical rooms.</p> <p>Email to be sent out to all staff.</p>

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			<ul style="list-style-type: none"> • <i>not be touched once put on, except when carefully removed before disposal</i> • <i>be changed when they become moist or damaged</i> • <i>be worn once and then discarded - hands must be cleaned after disposal</i> <p><i>Only masks labelled Type IIR (2R) and a bacterial filtration efficiency (BFE 98%) are fluid repellent and should be used when staff are within 2 metres of any pupil with any symptoms of coronavirus along with apron, visor/goggles and gloves.</i></p> <p><i>PPE is not required to be used if the pupil is not displaying symptoms of coronavirus. In this case staff should use PPE as usual in accordance with the pupil's care plan.</i></p>		
<i>Poor social distancing and gatherings at the start of the day.</i>	<p><i>Pupils, staff and visitors arriving at the same time makes it difficult to maintain social distancing.</i></p> <p><i>Transport taxis gathering in the car park.</i></p>	<i>H</i>	<p><i>Staff, pupils and visitors have different arrival times.</i></p> <p><i>Pupils, staff and visitors are required to observe the 2 metre markings outside the school.</i></p> <p><i>Pupils arriving at the rear of the school in taxis will be escorted into the building in their taxi lines, one line at a time.</i></p>	<i>M</i>	
<i>Pupils and staff leaving school at the end of the day.</i>	<i>Large numbers of children converging in the school hall.</i>	<i>H</i>	<i>Pupils who walk home will be taken to parents/carers one at a time as adults come to the front of the queue.</i>	<i>H</i>	<i>Staff/pupils/parents and carers to be informed of the process.</i>

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	<i>Staff queuing to log out.</i>		<i>Pupils will line up in secondary playground using social distancing lines rather than the school hall.</i>		
<i>Physical contact through TEAM TEACH and any other physical intervention.</i>	<i>Close contact of TEAM TEACH physical interventions is needed to manage behaviours which may harm the pupil themselves or others around them. Any unsafe behaviours accompanied by spitting, scratching, any breaking of skin, biting, close to face aggression and shouting creates a high risk if pupils or staff have coronavirus but are asymptomatic.</i>	<i>H</i>	<p><i>All pupils have an individual risk assessment outlining how best to support their needs. All pupils requiring physical intervention will be supported to access education in accordance with their risk assessment, IBP where there is one, and the school's Behaviour Policy.</i></p> <p><i>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing, spitting, coughing or vomiting) or require care that cannot be provided without close hands-on contact, they will continue to receive care in the same way, including any existing routine use of PPE. Staff are advised to refer to the Infection Control Policy where no care plan exists.</i></p> <p><i>The government have not produced guidelines to mitigate risk posed by potentially asymptomatic staff/pupils in these situations, therefore PPE is available for staff to use if they feel they need to, and where the wearing of PPE will not cause a hazard e.g. when working with a pupils who have been identified as Clinically Extremely Vulnerable or if they have underlying health conditions themselves.</i></p> <p><i>Pupils and staff are in consistent, small groups in order to minimise the spread of infection. Contact between groups is avoided.</i></p>	<i>H</i>	<i>Parents to be notified of incidents in the usual way.</i>

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			<p><i>Frequency of handwashing may be increased for pupils who spit uncontrollably, who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’.</i></p> <p><i>Thorough handwashing/cleansing for staff and pupils will take place after physical intervention (and before where intervention is planned).</i></p> <p><i>All accidents, injuries and behaviour incidents are to be recorded in the usual way in the medical book, staff accident forms, CPOMS and the Bound and Numbered Book.</i></p>		
<i>Use of equipment and furniture in shared areas.</i>	<i>Transmission of the virus on small, large equipment, furniture and surfaces in shared rooms.</i>	<i>H</i>	<p><i>Regular cleaning of surfaces by staff on duty.</i></p> <p><i>ICT equipment including computer keyboards and iPads will be thoroughly cleaned with virucidal wipes or disinfectant before use.</i></p> <p><i>Equipment shared between bubbles will be thoroughly cleaned before use or set aside for 48 hours (72 hours for plastics).</i></p> <p><i>Where possible in subjects such as art, the class will have their own set of items which are regularly used e.g. Paintbrushes, colouring pencils, crayons.</i></p>	<i>H</i>	<i>Any equipment needed for use by bubbles will be ordered as needed.</i>
<i>Transmission of virus between parents/carers on site.</i>	<i>Parents and carers dropping off and collecting pupils may spread the virus.</i>	<i>H</i>	<p><i>Parents and carers to be informed and reminded of the processes for dropping off and picking up pupils.</i></p> <p><i>Visual and verbal reminders given to maintain social distancing.</i></p>	<i>M</i>	<i>Support and alternative arrangements will be put in place for families who need extra help due to the needs of their children.</i>

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			<p><i>Parents/carers are required to take pupils offsite immediately after collection to avoid gatherings.</i></p> <p><i>Contact with school staff should be via email or phone call to avoid crowding around school entrance.</i></p>		
<p><i>Anxiety and distress caused by poor communication with parents and carers.</i></p>	<p><i>Parents/carers may feel unable to send their child to school to access the support/education provided due to lack of information (e.g. regarding infection control), staff not available to share information at handover, different staff working with pupils etc.</i></p> <p><i>Increased anxiety levels for pupils returning to school.</i></p>	<p><i>H</i></p>	<p><i>Parents are able to contact the school via telephone or class teachers via email.</i></p> <p><i>A handbook and letters outlining safe procedures have been created and will be distributed to all parents.</i></p> <p><i>Information updates will continue to be sent out to parents/carers via ParentHub.</i></p> <p><i>The school website will be kept up to date with new information as it becomes available.</i></p> <p><i>Parents are advised to read the risk assessment on the school website.</i></p> <p><i>Pupils have the same teams of staff working with each group.</i></p> <p><i>Pupil groups will be consistent.</i></p> <p><i>School can provide social stories and resources upon request to assist families and pupils in their return to school.</i></p> <p><i>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</i></p>	<p><i>H</i></p>	<p><i>Talk with parents/carers about their or their pupil's concerns.</i></p> <p><i>Arrange support as necessary.</i></p>

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			<p><i>The admin team communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</i></p> <p><i>The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</i></p>		
<i>Inadequate staffing levels</i>	<i>Pupil safety may be compromised due to low staffing levels.</i>	<i>H</i>	<p>As shielding has been paused, all staff are now able to attend work.</p> <p>All staff have been asked to make known to SLT if they are clinically vulnerable, clinically extremely vulnerable, shielding a member of their household, or part of the BAME community. These staff have individual risk assessments detailing arrangements for social distancing and reasonable adjustments made to minimise risks.</p> <p><i>Staff are required to phone in before start of school day if they cannot attend in the usual way.</i></p> <p><i>Supply staff will be brought into school where needed to maintain staffing levels and are required to maintain social distancing.</i></p>	<i>L</i>	

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<p><i>Insufficient cleaning</i></p>	<p><i>Virus can remain on items for a number of days, enabling it to spread.</i></p> <p><i>Any absences among cleaning staff could prevent thorough cleaning.</i></p>	<p><i>H</i></p>	<p><i>The site manager ensures the implementation of the cleaning schedule created by the local authority. Cleaning is generally enhanced and includes:</i></p> <ul style="list-style-type: none"> <i>• More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</i> <i>• Frequently touched surfaces being cleaned more often than normal.</i> <i>• Provision for ensuring toilets are cleaned regularly.</i> <p><i>Where the dining area is used, it is cleaned between use by different bubbles.</i></p> <p><i>The school is deep cleaned before opening with suitable cleaning agents using provisions and guidelines provided by the Local Authority.</i></p> <p><i>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</i></p> <p><i>All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</i></p> <p><i>Adequate amounts of suitable cleaning agents are available. These are to be used in accordance with the product information provided.</i></p> <p><i>PPE is to be worn for deep cleaning, in areas where someone has experienced symptoms of coronavirus</i></p>	<p><i>M</i></p>	<p><i>Cleaning staff to be kept up to date with government guidelines for their role. Link</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>or in instances where body fluids/solids may be present.</i></p> <p><i>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly by class staff.</i></p> <p><i>Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach between use by different bubbles for a period of 48 hours (or 72 hours for plastics).</i></p> <p><i>Staff in each bubble will be responsible for cleaning frequently touched or used items and surfaces in their areas while in use throughout the day.</i></p> <p><i>Outdoor play equipment will be cleaned as part of the cleaning schedule as per the Local Authority cleaning schedule.</i></p> <p><i>For further information on government guidance ('COVID-19: cleaning of non-healthcare settings')</i></p>		
<p><i>Pupils/staff bringing potentially contaminated items into school.</i></p>	<p><i>Risk to the whole school community through introduction/spread of infection from unnecessary items being brought into school.</i></p>	<p><i>H</i></p>	<p><i>Pupils will not be admitted onto the school site where a member of their household is known to have coronavirus symptoms or tested positive within the last 14 days .</i></p> <p><i>Pupils are permitted to bring bags to school.</i></p>	<p><i>L</i></p>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary (and mobile phones for independent travellers in KS4 only).</i></p> <p><i>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</i></p> <p><i>Parents will be advised of the need for pupils to bring in essential items only.</i></p>		
<i>Poor ventilation</i>	<i>Increased risk of infection due to poor ventilation.</i>	<i>H</i>	<p><i>Windows should be kept open to increase ventilation where appropriate e.g. where weather and outside temperature permits.</i></p> <p><i>Air conditioning units should be set to full fresh air where possible.</i></p> <p><i>Some lessons may take place outside, weather permitting e.g. in the secondary outside classroom</i></p>	<i>M</i>	<i>Areas with no external ventilation should be assessed in their suitability for use and adjustments made where necessary. HT</i>
<i>Staff or pupil showing symptoms of Covid19</i>	<p><i>Virus could be spread among school community posing a high health risk.</i></p> <p><i>Pupils experiencing symptoms but not able to identify or communicate how they are feeling.</i></p>	<i>H</i>	<p><i>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, will not be permitted entry to the school grounds.</i></p> <p><i>Those experiencing symptoms should stay at home, inform school they are self isolating and get a test following government advice.</i></p> <p><i>Staff and parents/carers must inform school of any absence following the usual school procedures.</i></p> <p><i>If a test returns a positive result, the school will act swiftly in contacting the local health protection team who will carry out a rapid risk assessment.</i></p>	<i>H</i>	<i>Staff/parents and visitors to be kept up to date with school policies and procedures.</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>The school will act in accordance with guidance received from the HPT which could require staff and pupils in that group/bubble, and those who have been in close contact with the confirmed case (e.g. on a taxi), to self isolate for 14 days. Household members of those who are sent home do not need to self isolate unless the individual they live with develops symptoms.</i></p> <p><i>The school will follow advice from the HPT on how to communicate the confirmed case to the school community.</i></p> <p><i>All actions will be in line with Dudley’s Operating Procedure.</i></p> <p><i>Staff who develop symptoms of Covid19 while in school will inform a member of SLT before leaving the premises and travelling straight home immediately.</i></p> <p><i>Government guidance does not recommend taking temperatures of pupils routinely as this is not a reliable method for detecting coronavirus, however, staff are advised they should continue to monitor the temperature of any pupils who exhibit a change in behaviour indicating they may be feeling unwell, particularly where a pupil requests it or is unable to identify or communicate how they are feeling.</i></p> <p><i>Procedure for staff members working with an ill pupil are as follows:</i></p>		

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • <i>Isolate the pupil away from others, preferably in a separate room, and near a toilet. (Government guidance states the isolation should be behind a closed door, but we do not feel this is suitable for the majority of our pupils and would require 2 members of staff wearing full PPE to be present.)</i> • <i>If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. A member of staff will supervise the pupil.</i> • <i>Wear gloves, apron, mask (type 2R BFE98%) and visor if 2 metres distance from the pupil cannot be maintained.</i> • <i>Request another member of staff for support or use a radio to maintain contact.</i> • <i>Keep the room well ventilated.</i> • <i>Arrange for parents/carers to be contacted to request collection as soon as possible.</i> • <i>Call for emergency assistance immediately (9 for outside line, followed by 999) if the pupil's symptoms worsen significantly.</i> • <i>Relay the message that the area is temporarily out of bounds and request signage be displayed to communicate this to all pupils and staff.</i> • <i>Ensure the pupil uses a separate bathroom where possible, which is made as being out of use by anyone else until cleaned and disinfected.</i> • <i>Contaminated fabrics belonging to the pupil which cannot be worn (due to spillages of bodily fluids for example) will be double bagged and sent home with the pupil.</i> • <i>Once the pupil has been collected, the staff member, or duty cleaner, will wear PPE to</i> 		

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>thoroughly clean and disinfect all equipment, surfaces and door/window handles used before the room or area can used by others.</i></p> <ul style="list-style-type: none"> • <i>Staff member will remove and dispose of all PPE used into the clinical waste bag provided in accordance with guidance.</i> • <i>Strict handwashing for 20 seconds under running water should be undertaken before leaving the room.</i> <p><i>Contaminated fabrics belonging to the school are to be bagged, transported to washing machine and laundered at a min of 60 degrees.</i></p>		
<p><i>Spread of infection due to staff/pupils/parents/visitors not engaging with NHS Test and Trace</i></p>	<p><i>Widening spread of infection throughout the school due to those with symptoms not being tested or following guidance.</i></p>	<p><i>H</i></p>	<p><i>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</i></p> <ul style="list-style-type: none"> • <i>Book a test if they (or their child) display symptoms.</i> • <i>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</i> • <i>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</i> • <i>Anyone in school who displays symptoms follows school procedure and is encouraged to get a test.</i> • <i>The school provides staff and parents with information regarding self-isolation and communication with school and, if available, a home testing kit.</i> 	<p><i>M</i></p>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • <i>Parents and staff are asked to inform the school immediately of test results.</i> • <i>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</i> <p><i>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</i></p>		
<p><i>Transmission of virus to pupils/staff and their family members at high risk or extremely clinically vulnerable.</i></p>	<p><i>Pupils/staff may contract the virus in school, putting themselves or family members at risk.</i></p>	<p><i>H</i></p>	<p><i>Shielding has been paused by the government and all those who are classed as clinically extremely vulnerable are to follow the guidance for those who are clinically vulnerable.</i></p> <ul style="list-style-type: none"> - <i>for pupils who are clinically vulnerable (but not clinically extremely vulnerable) parents should seek and follow medical advice if their child is in this category.</i> - <i>Staff who are clinically vulnerable will have an individual risk assessment containing advice and support for mitigating risks (this includes those who are pregnant).</i> - <i>All pupils and staff must now attend unless they have received a letter advising them to continue to shield.</i> 	<p><i>M</i></p>	
<p><i>Mental health difficulties arising from changes or isolation</i></p>	<p><i>Staff mental health - In these difficult times staff finding it hard to cope with the current situation.</i></p>	<p><i>H</i></p>	<p><i>Head Teacher is a current Mental Health First Aider. Staff will use the Head Teacher as point of contact to discuss anything they are worried about or is affecting them.</i></p>	<p><i>M</i></p>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
	<i>Pupils and families' mental health</i>		<p><i>Pupils and families will continue to have access to our Family Outreach team.</i></p> <p><i>All pupils will be supported by teams of staff experienced in supporting pupil's mental health and wellbeing.</i></p>		
<i>Safeguarding and wellbeing of pupils at home if self-isolating or during a local/national lockdown.</i>	<p><i>Tensions arising in families causing stress and anxiety as a result of isolation and the need to continue with home schooling or coping with the transition back to school.</i></p> <p><i>Staff less able to monitor pupil safety and wellbeing in order to provide support or report incidents.</i></p>	<i>H</i>	<p><i>Welfare checks by staff and by the Family Outreach Team take place to keep in touch with pupils.</i></p> <p><i>Family Outreach contact specialist staff to provide increased support if there are issues to be dealt with.</i></p> <p><i>Staff are to follow existing child protection and safeguarding guidance.</i></p> <p><i>Further guidance has been provided by school to address the difficulties posed in this area as a result of distance learning.</i></p>	<i>M</i>	
<i>Limitations in access to learning</i>	<i>Engaging education is vital to promoting positive experiences, mental health and wellbeing of pupils.</i>	<i>H</i>	<p><i>The leadership team work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</i></p> <p><i>The leadership team work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</i></p>	<i>M</i>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>Teachers continue to support the educational needs of disadvantaged pupils.</i></p> <p><i>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</i></p> <p><i>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</i></p> <p><i>PE lessons take place outside where possible and pupils are kept in consistent groups.</i></p> <p><i>Daytime offsite educational trips are encouraged where reasonably practicable, with the risks posed by coronavirus included in the offsite risk assessments and actions put in place to minimise them.</i></p>		
<i>Poor attendance</i>	<i>Poor attendance of pupils gives rise to safeguarding concerns and lack of access to education, interventions and wider family where needed.</i>	<i>H</i>	<p><i>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</i></p> <p><i>The attendance register is taken as normal and absences are followed up, in line with the <u>Attendance Policy</u>.</i></p>	<i>L</i>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</i></p> <p><i>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</i></p> <p><i>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</i></p> <p><i>Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</i></p> <p><i>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</i></p>		
<p><i>Staff and pupils unaware of emergency evacuation procedure</i></p>	<p><i>Changes of staff and pupil groupings causing confusion, panic and increased evacuation time.</i></p> <p><i>Infection transmission due to pinch points</i></p>	<p><i>H</i></p>	<p><i>The headteacher identifies how social distancing measures are to be observed during evacuation and at assembly points and communicates this to all staff, volunteers, pupils, parents and contractors.</i></p>	<p><i>M</i></p>	<p><i>Maintain required timetable of fire detection and alarm system checks etc.</i></p> <p><i>Re-evaluate the fire management plan to ensure it remains fit for purpose</i></p> <p><i>Ensure renewal of Fire Safety Risk Assessment by expiry</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
	<p><i>becoming overcrowded.</i></p> <p><i>Pupils/staff/visitors unaccounted for at the marked assembly points</i></p> <p><i>Large gathering of pupils and staff enabling virus to spread.</i></p>				<p><i>date in December HT/Site Manager</i></p> <p><i>Teaching staff to update GREEPS and PEEPS for school reopening to include social distancing measures.</i></p> <p><i>Practical arrangements for emergency evacuation assembly point to be written and circulated to staff.</i></p> <p><i>Termly evacuation drills to take place with a practise drill taking place early in the autumn term.</i></p>
<p><i>Contractors, deliveries and visitors increasing the risk of infection.</i></p>	<p><i>Extra visitors/contractors onsite increasing the amount of people onsite and broadening the sources of infection from outside the school community.</i></p>	<p><i>H</i></p>	<p><i>Visitors must be deemed essential.</i></p> <p><i>Arrival and departure times must be agreed to minimise risk of contact with staff/pupils.</i></p> <p><i>Visitors to use hand gel provided at entrance.</i></p> <p><i>Areas where contractors are working are cleaned in line with government guidance.</i></p> <p><i>Contractors bring own food/drink/utensils.</i></p> <p><i>Deliveries must be made to a safe place to maintain social distancing.</i></p>	<p><i>M</i></p>	<p><i>Admin staff to manage deliveries and visitors to site, advising of processes in place prior to entry.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>Staff receiving deliveries must wash hands and clean surfaces after handling items.</i></p> <p><i>Anyone who has to enter the school site will be asked to maintain social distancing.</i></p>		