



## Risk Assessment

### School operation during the Covid 19 pandemic

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Please personalise the risk assessment to reflect you school's environment and context

#### Section 1

<b>Lighthouse Schools Partnership, Name of School:</b>  <b>Gordano School</b>	<b>Date of Assessment:</b>  <b>01.11.20</b>	<b>Review date:</b>  (Complete once the action plan section below is addressed)								
<b>Assessed by:</b> Please note all those involved should sign up to this assessment. Print below: <table border="0"> <tr> <td><b>NAME:</b></td> <td><b>DATE:</b></td> </tr> <tr> <td>1. Danny McGilloway</td> <td>01.11.20</td> </tr> <tr> <td>2. Tom Inman</td> <td>01.11.20</td> </tr> <tr> <td>3. Shane Blackshaw</td> <td>01.11.20</td> </tr> </table>	<b>NAME:</b>	<b>DATE:</b>	1. Danny McGilloway	01.11.20	2. Tom Inman	01.11.20	3. Shane Blackshaw	01.11.20	<b>Staff signatures:</b>  1. <i>Tom Inman</i> 2. <i>Danny McGilloway</i> 3. <i>Shane Blackshaw</i>  <b>I/We have read and understood this RA and our role in its implementation.</b>	
<b>NAME:</b>	<b>DATE:</b>									
1. Danny McGilloway	01.11.20									
2. Tom Inman	01.11.20									
3. Shane Blackshaw	01.11.20									



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## BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020 and revised on 22<sup>nd</sup> October 2020 and 9<sup>th</sup> November. It is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

### Second Lockdown Period (5 November to 2 December 2020)

Government guidance issued on 4 November 2020 states that:

“ We published actions for schools during the coronavirus (COVID-19) outbreak guidance to support schools to welcome back all children from the start of the autumn term.

Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.



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We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest.”

See:

[https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm\\_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate&dm\\_i=3OT7,17F45,1J7BUY,4B9SG,1](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate&dm_i=3OT7,17F45,1J7BUY,4B9SG,1)

## **Part 1: Reopening schools from 1 September 2020**

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective ‘Track and Trace’ process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that “whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults”

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be “confident that they are managing risk effectively”.



## **The system of controls: protective measures**

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

#### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach



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5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection:**

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.



What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated?  Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is <b>affected</b> or <b>exposed</b> to hazards?  (Staff Students Visitors Contractors Etc.)	What <b>Severity of Harm</b> can reasonably be expected?  (See Definitions Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring?  (See Definitions Table 1)	What is the <b>Risk Rating</b> ?  (See Risk Rating Matrix Table 2)	*Additional precautions needed  (date to be implemented)
<b>Prevention</b>							
<b>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b>							
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Fatal/Major	Guidance has been issued to the entire school community. Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.  Those affected must follow government stay at home guidance as follows <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-</a>	Low	Medium	Staff will be informed of any positive cases as soon as possible; students and parents will be informed following communication with the local Public Health team.



				<p><a href="#">households-with-possible-coronavirus-covid-19-infections</a></p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>			
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Fatal/Major	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Flowchart on procedures for suspected case in school – staff or student (in 'Whole School Documentation' folder)</p> <p>If a child is awaiting collection, they will be moved to a ventilated room (MR1) where they can be isolated behind a closed door,</p>	Low	Medium	



				<p>and with appropriate adult supervision if required.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p>			
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				They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .			
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	Qualified first aiders are available as required, including backup.  Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid.  Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.  See below re: use of PPE and working in close proximity to an injured person.	Low	Low	
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/major	School procedures for the administration of prescription and controlled medication will continue to apply.  Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents	Low	Medium	



				<p>have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be identified on SIMS.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be carried by students or held by First Aider as appropriate.</p> <p>First Aiders understand that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>Chances of cross contamination significantly reduced as yeargroup bubbles have dedicated access to specific dining facilities, which will be thoroughly cleaned before other use.</p>			
<p><b>2) clean hands thoroughly more often than usual</b></p>							



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Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly or:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• On arrival to and departure from each classroom</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Paper towels will be used to dry hands in preference to hand dryers. Bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Hand sanitiser will be available in all classrooms</p>	Medium	Medium	
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand</p>	Low	Low	



				<p>sanitiser is next best and unless there's some they could use their own/ours under supervision.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it in all key areas such as reception, social spaces and classrooms.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>			
<b>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b>							
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupil</p> <p>Large bins available for the disposal of used tissues.</p>	Medium	Medium	
Ventilation (Open windows and	Ventilation in cold weather increases discomfort / other illness	Pupils and staff	Minor	Students will be permitted to wear school hoodies in place of blazers.	Low	Low	



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doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Fatal / Major	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	Medium	Regular checking of this.
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:  The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.  We will permit air conditioning systems, but will turn off centralised ventilations system that removes and circulates air to different rooms and use a fresh air supply.	Medium	Medium	
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.  For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. Staff have been tasked with removing it if the alarm goes off and at the end of the day.	Low	Low	



				Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).			
<b>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b>							
Cleaning	Person contracts COVID19 as a result of inadequate cleaning	Pupils and staff	Fatal/Major	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where our own staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with necessary PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p>	Low	Medium	



				<p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops / PCs</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>Janitorial services will be available during the school day for this purpose.</p> <p>Surfaces used by students and staff during lesson time – chairs, desks e.g. will be wiped down by the students and the teacher before the end of each lesson.</p> <p>Weekly 'mist' cleaning will take place in all classrooms</p>			
	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities as necessary.</p>	Low	Low	



	Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.			Safety data sheets for cleaning products are available.  Only recommended cleaning products will be used.			
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	Staff and pupils will have individual equipment that are not shared.  Classroom based resources such as books will be shared within the 'group/bubble' and cleaned frequently along with frequently touched surfaces.  Resources that are shared between groups/bubbles will be cleaned between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).  Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.  All students to hand sanitise on way in and out of classroom.  Separate risk assessments have been carried out for practical / specialist subjects.	Medium	Medium	Risk assessments for specialist / practical subjects to be kept under regular review.
	Harder to clean items	Pupils and staff	Serious	We have removed soft furnishings, soft toys and toys that are harder to clean	Low	Low	



				(such as those with intricate parts) from classrooms and communal spaces until further notice.  Where these remain, they will be subject to regular cleaning and disinfection.			
	Items from home to school and vice versa	Pupils and staff	Serious	Pupils and teachers can take books and other shared resources home although this will be limited.  Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.	Medium	Medium	
	Items requiring laundry	Pupils and staff	Serious	We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	Low	Low	
5) minimise contact between individuals and maintain social distancing wherever possible							
Individual pupil medical requirements	Pupils (or their family members) in identified groups are vulnerable to contracting Coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	These pupils may return to school. However, if local infection rates rise, they could be advised to shield again.  We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional we may need to discuss their care with their health professional before	Low	Medium	



				<p>returning to school (usually at their next planned clinical appointment). See: <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice (e.g. self-isolation), we will offer them access to remote learning.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Discussions held with parents of any students in this category regarding appropriate mitigation</p> <p>Individual student risk assessments held in a central area for review if any identified as a close contact of a positive case</p>			
		Clinically vulnerable pupils	Serious	<p>These pupils should attend school</p> <p>Individual student risk assessments held in a central area for review if any identified as a close contact of a positive case</p> <p>Discussions held with parents of any students in this category regarding appropriate mitigation</p>	Medium	Medium	



		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school  Individual student risk assessments held in a central area for review if any identified as a close contact of a positive case  Discussions held with parents of any students in this category regarding appropriate mitigation	Medium	Medium	
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school	Low	Low	
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-</a>	Low	Medium	Individual Risk Assessments will be carried out to ensure safe working arrangements



				<p><a href="#">and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Staff in this category may still be at risk of severe illness if they catch coronavirus, so they should stay at home as much as possible and continue to take precautions when they do go out. They can do this by washing their hands regularly, avoiding touching their face and keeping 2 metres away from people outside of their household or bubble wherever possible and in any case at least 1 metre with protective measures in place.</p> <p>Staff in this category can go to work, as long as the workplace is COVID-secure but should carry on working from home if they can. This may be possible for non-pupil facing roles but will not be possible for the majority of pupil facing roles. We will be as flexible as possible in how these members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>			
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p>	Medium	Medium	



				An individual risk assessment will be carried out for clinically vulnerable staff and new and expectant mothers; exposure to coronavirus will be included as a potential hazard.  Where roles allow, working from home may be an appropriate mitigation			
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	Staff are able to go to their workplace, as long as they maintain strict social distancing (of 2 metres) and other measures.  Where roles allow, working from home may be an appropriate mitigation	Medium	Medium	
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These staff members are attending work.	Low	Low	
Use of supply teachers and other temporary or	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	We note that it is permissible for supply staff and other temporary works to move between schools.	Medium	Medium	



peripatetic staff				<p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>All casual staff will be required to read and agree to the actions in this risk assessment</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>			
Use of trainees and students	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Trainees and students may be able to work at the school, as would usually be the case.</p> <p>All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Trainees or students should remain 2 metres from pupils and staff where possible.</p> <p>All trainees and students will be required to read and agree to the actions in this risk assessment</p>	Low	Low	
Use of volunteers	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p>	Low	Low	



				<p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.</p> <p>Volunteers should remain 2 metres from pupils and staff where possible.</p> <p>All volunteers will be required to read and agree to the actions in this risk assessment</p>			
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggered arrival and departure times onto / off the site.</p> <p>Staggered transition times through the school day</p> <p>Home study arrangements for Sixth Form students</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Limiting on site meetings – use of video conferencing as an alternative where sufficient social distancing not possible</p> <p>Pupils have been advised of the appropriate entrance and exit to use.</p>	Medium	Medium	



				Opportunities for groups of pupils congregating on site before school is limited to yeargroup 'zones'.			
	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Assemblies, performances, visiting groups etc will not take place until further notice.  Videoconferencing will be used as an assembly replacement  Students must be in dedicated yeagroup 'zones' when not in lessons	Low	Low	



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<p>Grouping pupils and social distancing of pupils:</p>	<p>Exposure to infection</p> <p>Classroom teaching</p> <p><b>Secondary</b></p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We are following government guidance as follows:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>We will maintain consistent groupings of pupils (i.e. yeargroup bubbles). This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>In our school this will be achieved as follows:</p> <p>Yeargroups will be kept in bubbles in lessons and in dedicated spaces at social times.</p> <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side, as far apart as possible, facing forwards where possible and maintaining distance between student desk and teacher workspace where possible.</p>	<p>Medium</p>	<p>Medium</p>	
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				<p>Lessons will be taught as 'double lessons' to reduce mixing and enable classrooms to be cleaned by staff between lessons. Cleaning / support staff will support cleaning in specialist teaching spaces e.g Science labs, DT / Creative Arts.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.</p> <p>We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor or in external spaces, is low risk.</p> <p>All pupils and staff (where appropriate) will wear facemasks when walking around the school site and moving between classrooms and dedicated yeargroup areas.</p>			
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Small Group Work	Exposure to infection	Pupils and staff	Serious	<p>Where small group work is undertaken pupils and staff members will remain 2 metres apart wherever possible. Where this is not possible, or where work is required to be undertaken in close proximity to another, additional precautions, such as not facing the student and, where necessary, the use of PPE (visors, screens etc) will be deployed to reduce the risk of exposure to infection</p> <p>Students accessing 'out of classroom' support will do so in spaces dedicated to that particular yeargroup to minimise mixing.</p>	Medium	Medium	Further measures to reduce the need to be close to students, e.g. purchase of portable screens.
Curriculum delivery: <b>Music</b>	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	<p>Separate risk assessment in place</p> <p>We will reduce the risk of transmission by physical distancing wherever possible, limiting group sizes to no more than 15 where possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>We have an operating procedure for cleaning any shared instruments.</p> <p>Singing, wind and brass playing will not take place in larger groups such as school</p>	Medium	Medium	



				choirs and ensembles, or school assemblies.  We will establish a protocols with peripatetic music staff for safe delivery of individual lessons.			
Curriculum delivery: <b>Physical Education</b>	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Separate risk assessment in place</p> <p>Clear Subject-specific protocols to be established and necessary training given</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Pupils will be encouraged to wear PE kit for the day, reducing the numbers of students needing to change in the changing rooms.</p>	Medium	Medium	Clear Subject-specific protocols to be established and necessary training given



				<p>We will act in accordance with the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>			
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	Utilise other suitably qualified members of staff within the school alongside casual staff/agency staff to cover absence.	Low	Low	
	Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.	Pupils and staff	Serious	<p>Staff have been advised that they must inform HR as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>HT to inform CEO/CFOO if part closure necessary due to insufficient staff available. If so, home learning offer to be provided.</p>	Low	Low	



				We have a communications plan to inform affected members of the school community if full or partial closure is required at short notice via Parentmail / text message if needs be.			
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will not compromise fire safety or site security arrangements.  We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.  Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	Low	Low	
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will stagger start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of overall teaching time.	Low	Low	
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible.	Medium	Medium	Further review of pupil access and movement



				<p>Circulation routes around the school have been reviewed to ensure minimal passing / mixing in corridors and stairways.</p> <p>Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers from different groups accessing circulation routes.</p> <p>Staff in classrooms in advance to reduce congregation of students in corridors</p>			
Lunchtimes and break times	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	<p>Liaison with catering contractors is in place.</p> <p>Yeargroups each have a dedicated space where catering will be provided.</p>	Medium	Medium	
	Payment for food (secondary)	Pupils and staff	Serious	Finger recognition systems for meal payment will temporarily be replaced with a PIN system.	Low	Low	
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Access to dining facilities separated by yeargroup.</p> <p>Other dedicated lunchtime eating and social space allocated.</p>	Low	Low	



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	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Dedicated breaktime dining and social spaces allocated.  Adequate arrangements have been made for staff to maintain social distancing during breaktimes, including in shared faculty spaces.	Low	Low	
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	We will consider how this provision will work alongside our wider protective measures.  Students will be kept within their yeargroups where possible. If it is not possible, full social distancing measures will be maintained.  Contact sports will not take place unless permitted by NGB guidelines.  Provision by the school will be made in accordance with this risk assessments.  Any provision from an external organisation has been reviewed to ensure that their risk assessment is satisfactory	Low	Low	
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a> .	Low	Low	



				<p>In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues.</p>			
Social distancing with other children/young people	Attendance at multiple settings (eg private provision on different days of the week).	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>	Low	Low	
	Exposure to infection from inadequate social	Pupils and staff	Serious	Any visitors to site are to be by appointment only. Parents have been	Medium	Medium	



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<p>School Reception areas</p>	<p>distancing: visitors to school.</p>			<p>advised that they should call the office rather than coming into school.</p> <p>Physical barrier between reception staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises, required after signing in, with signage to explain control measures etc.</p>			
	<p>Exposure to infection from deliveries arriving at the school.</p>	<p>Staff</p>	<p>Serious</p>	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by intercom of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands</p>	<p>Low</p>	<p>Low</p>	



				after unpacking items and dealing with waste packaging.			
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low	
Other work areas e.g. Offices	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>There may be business reasons for allowing some non pupil facing staff to work from home, such as the building not sufficiently allowing the control measures to be put in place. However, we are encouraging all employees to return to work where possible, to support the effective running of the school.</p> <p>Staff meetings will be held in line with the 1-metre-plus rules.</p> <p>Furniture will be reconfigured/ adapted in staff areas to allow social distancing e.g. screens between office workers</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning</p>	Medium	Medium	Clear training for all relevant staff on cleaning of IT rooms



				<p>crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>			
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	Low	Low	
Travelling to and from school	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	<p>Transport providers are aware of any changes to start and finishing times.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p>	Medium	Medium	



				<p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none"><li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li><li>• use of hand sanitiser upon boarding and/or disembarking</li><li>• additional cleaning of vehicles</li><li>• organised queuing and boarding where possible</li><li>• distancing within vehicles wherever possible</li><li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li><li>• face coverings to be brought from home where not provided by the transport provider</li></ul> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus,</p>			
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				<p>hygiene rules are followed and appropriate distance kept between passengers.</p> <p>Families using public transport should refer to the <u>safer travel guidance for passengers</u>.</p>			
	<p>Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school). (Predominantly applicable to secondary pupils)</p>	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible. Traffic management measures are in place to support this.</li> <li>Reviewed numbers of pupils travelling at different times of the day and have staggered timings of sessions to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</li> </ul> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p>	Low	Low	



				We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.			
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced where possible to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p>	Low	Low	
	Potential for increased exposure to coronavirus (and potential for introduction into the school)	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.	Low	Low	



	through staff use of public transport at peak times.						
6) where necessary, wear appropriate personal protective equipment (PPE)							
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Fatal/Major	<p>We are taking into account the revised Government guidance (25/08/20) that the discretion is given to schools regarding expectations on the use of faces masks, and note the WHO advice (21/08/20) that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”). As such we will require children and adults to wear face masks when buying food and when moving around the school site.</p> <p>In line with government guidance, further PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul>	Low	Medium	Ongoing review in light of any further guidance.



			<ul style="list-style-type: none"> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</li> <li>• Where an individual risk assessment has identified PPE as a specific control measure for you.</li> </ul> <p>Any staff that wish to use PPE outside the scenarios listed above should discuss this with their line manager.</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent</p>			
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				<p>need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster .pdf</a></p>			
Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school.	Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.	Pupils and staff	Serious	Pupils (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in</a>	Medium	Medium	



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<p>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.</p>				<p><a href="#">education, childcare and children's social care</a> provides more advice.</p>			
<p>General</p>							
<p>Management of expectations within the school community</p>	<p>Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.</p>	<p>All members of the school community</p>	<p>Serious</p>	<p>Our communication with parents and pupils prior to our return in September included information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like</li> <li>• Expectations for attendance</li> <li>• Expectations for the wearing of school uniform (or PE kit on days with practical PE)</li> <li>• The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this</li> <li>• Expectations re: new behaviour systems that we have put in place</li> </ul>	<p>Medium</p>	<p>Medium</p>	



				<p>to support our work in infection control and social distancing</p> <ul style="list-style-type: none"> <li>• What will happen if there is a case of coronavirus at the school.</li> </ul> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p>			
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupils' needs are met.</p>	Medium	Medium	
	Anxiety re: coronavirus and constraints of new learning environments	Pupils and staff	Serious	<p>Pupils have been pre-warned about what to expect when they return to school.</p> <p>Behaviour expectations explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p>	Low	Low	
	School is unable to meet the	Pupils	Serious	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to</p>	Low	Low	



	needs of pupils with an EHP			tailor provision to meet the needs of individual pupils as far as possible. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a>			
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.  Consistent methods of communication ensure that staff, pupils and parents are aware of these.	Low	Low	
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	We will discuss arrangements on an individual basis where we anticipate or experience difficulties in this area.  We have appointed additional pastoral support staff from September to support this.	Medium	Medium	
	Pupils behaviour escalates and presents a risk to	Pupils and staff	Serious	We have identified 'safe spaces' for lesson withdrawal and intervention by the	Low	Low	



	staff and other pupils			inclusion team, specific to individual yeargroups.  We have an augmented inclusion team since September to support this.			
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides telephone counselling and support for Mental Health and Wellbeing.  HR advice is available if required.  We have consulted with trade unions, via the Employee Liaison Committee, on the template risk assessment and our advice to staff.	Medium	Medium	
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes: <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> </ul>	Low	Low	



				<ul style="list-style-type: none"> <li>• The importance of keeping teaching groups separate during the day</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable).</li> </ul>			
Lettings	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	Lettings of school facilities can take place subject to a written confirmation from the hirer that they have undertaken a risk assessment, that they will be Covid safe and comply with all government guidelines.	Low	Low	



				If the area used by the letting is not cleaned before it is next used through the schools routine cleaning arrangements, an additional clean will be required to ensure that the area is safe for the school to use. Any additional cleans will be chargeable to the hirer			
Response							
7) engage with the NHS Test and Trace process							
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.  Anxiety and dissent within the school community	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a> . Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested,</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or</li> </ul>	Low	Low	



				<p>someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>We have a small number of home testing kits that we will give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p>			
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				<ul style="list-style-type: none"><li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li><li>• If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their</li></ul>			
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				household should continue self-isolating for the full 14 days.			
8) manage confirmed cases of coronavirus (COVID-19) amongst the school community							
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those</p>	Medium	Medium	



				<p>people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent</p>			
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				<p>time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"><li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li></ul>			
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				<ul style="list-style-type: none"> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>			
9) contain any outbreak by following local health protection team advice							
Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of	Pupils and staff	Serious	We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must	Low	Low	



	<p>exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>			<p>continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected</p>			
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				groups of pupils is maintained through a remote learning offer.			
Part 2: Maintaining educational provision in the event of a local outbreak							
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication etc  All school staff to be aware of arrangements in place for contacting school DSL/ Deputies during any full or partial closure period.	Low	Low	
E-Safety	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.  School to make parents aware of sites they are asking their children to use and school staff their child will interact with.	Low	Low	
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Polices continue to apply.  Communication must only take place through school channels approved by the senior leadership team.	Low	Low	



				Staff must not make informal arrangements to contact students using their own phones/ devices etc.			
Home visits	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>	Low	Low	
<b>PART 3: Arrangements for staff working from home e.g. during a local outbreak</b>							
Use of display screen equipment eg:	Back/neck/wrist injury from poor posture and use of equipment over	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must</p>	Low	Low	



**LIGHTHOUSE**  
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laptop, desktop etc.	a prolonged period of time.			<p>be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using:  <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>			
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p>	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p>	Low	Low	



				Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.			
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.  Access to counselling services is provided through the Employee Assistance Programme. All staff have been provided with details of this for use at home.	Low	Low	

**Section 3 – ACTION PLAN – see final column**

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in the action plan – SEE FINAL COLUMN ABOVE. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond their control. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially



relevant in the event of any legal claims.

**References:** Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment’s own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. . LSP Guidance and Checklist
2. Government issued guidance
3. ACOP for The control of legionella bacteria in water systems
4. COSHH regulations 2002
5. HAWAWA 1974

**Information to Aid the completion of the Risk Assessment format**

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long term disability/absence from work.	<b><i>High (frequent)</i></b>	Occurs repeatedly/ to be expected.
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b><i>Medium (possible)</i></b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b><i>Low (unlikely)</i></b>	Not Likely to occur



**Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating**

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

**Table 3: Action required: Key to Ranking and what action to take.**

<b>VERY HIGH Risk</b>	<b>STOP ACTIVITY!</b> Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action <b>MUST</b> be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
<b>LOW Risk</b>	Monitor and review your rolling programme.