



Risk Assessment

Details

School:

St. Marys School

Department:

Lower School

Risk Assessment Title:

Coronavirus COVID 19 September 2020 (school return 8 March 2021)

This Risk Assessment is to be read in conjunction with:

- LS Staff Guidance
- Parent Guidance
- Classroom specific risk assessments
- Breakfast Club risk assessment
- Home Testing LFD risk assessment

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk



What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

COVID-19 Risk Assessment Update and review record from September 2020

Date reviewed by Senior Leadership Team	Summary of key changes	Date sent to Governors
04/09/20	Preparation for autumn term opening	08/09/20
17/09/20	What to do if pupil tests positive for COVID-19 (Government guidance 17/09/20)	17/09/20
11/11/20	Government Guidance update 5/11/20 – parents and staff to wear face coverings at drop off and collection	13/11/20
6/01/21	School closure, except for keyworker and vulnerable pupils, due to National lockdown - further measures put in place to protect staff and pupils	13/01/21
24/02/21	Schools to return following National Lockdown – risk assessment reviewed and updated in-line with document Schools coronavirus (COVID-19) operational guidance February 2021 To be read in conjunction with breakfast club and Home Testing Risk Assessments	





Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "First Aid Policies" updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 10 days or until they are symptom free or confirmed to be COVID 19 free by testing. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Schools "First Aid Policies" updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 10 days. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Update the school's "Contractor Management Procedure" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Communicate the updated school First Aid Policies to Parents and Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with Individuals who are unwell with	Direct transmission of the virus to well individuals	Communicate the updated "Contractor Management Procedure" with existing contractors and for new contractors as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
COVID 19 – General Cont		Visitor and contractor arrangements are in place for the school. All Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire in and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All signing in and admittance will take place in the School's main entrance, which is adjacent to the School Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable and will be sent home. In the event of an emergency, 999 will be called asap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m where practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with unwell individuals – who develop unconfirmed symptoms on site. Cont.	Direct transmission of the virus to well individuals.	For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Parents should be contacted, and the child / young person collected as soon as practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		If a toilet is required for the isolated person – they shall use a separate toilet to other people. After use, this toilet will be quarantined, then cleaned and disinfected thoroughly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School should encourage the parents to have the child/young person tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



<p>Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.</p>	<p>Direct transmission of the virus to well individuals.</p>	<p>School will take swift action when it becomes aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the DfE Helpline on 0800 046 8687 and select option 1 for advice, if needed or required, on the action to take in response to a positive case.</p> <p>School will be put through to a team of advisers who will inform us of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school’s call to the local health protection team (HPT).</p> <p>The HPT 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 HPT 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 HPT will work with School in this situation to guide them through the actions we need to take.</p> <p>Based on the advice from the HPT, School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 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"> • direct close contacts - face to face contact with an infected individual for 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
---	--	--	-------------------------------------	--------------------------	--------------------------	--



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual over a day travelling in a small vehicle, like a car, with an infected person or on a plane sexual contacts 					
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont	Direct transmission of the virus to well individuals.	In the event of a positive test the school will ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		If an area becomes potentially contaminated within the normal school day it will be quarantined for deep cleaning after school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Arrangements for access to testing are in place. Limited number of self-testing kits being made available to schools from the DfE for their discretionary use with either staff or pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School Office has Perspex screens suitably mounted in order to reduce possible exposure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Direct contact with airborne droplets from carriers. Cont	Direct infection of a well individual with virus particles	The guidance provided by Public Health England at this present time does not recommend the use of face coverings for general use in primary education settings unless for specific reasons as detailed in other areas of this risk assessment. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures. Staff have been issued with PPE which should be worn when working directly with a pupil, Where possible, staff should support the pupil from behind rather than face to face Staff will wear face covering if 2m distancing cannot be maintained when with other adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Direct contact with virus particles from hand contact surfaces. Personal Hygiene Cont.	Direct infection of a well individual with virus particles transferred to hands to mucous membranes	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Adequate wash hand basins to number of children present to facilitate frequent handwashing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supplies of hand sanitizer gel are provided in all rooms to allow children and staff to use them as required to reduce the frequency of hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social contact on site- Staff	Direct transmission of virus from carriers to well individuals	School to identify and meet with any staff who are classified as being clinically vulnerable or clinically extremely vulnerable in order to discuss and confirm the guidance for their safety in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff briefings and meetings to be conducted via an online platform where practicable. This will reduce or avoid unnecessary gatherings on the school site which may compromise social distancing rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Staff. Children/Young people	Direct transmission of virus from carriers to well individuals	It is the Parent’s responsibility to identify children deemed as clinically extremely vulnerable and inform school by providing a copy of the shielding letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Children/Young people Classrooms	Direct transmission of virus from carriers to well individuals	In classrooms the following is to occur: <ul style="list-style-type: none"> - Remove from use excess seating. - Reorganise desks in order that pupils can sit side-by-side and facing the front, allowing for age-appropriate social distancing. - Pupils will be allocated a specific seat that they should always use - Remove soft toys and furnishings that cannot be easily hygienically sanitised. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned. Safe zones have been created, demarcated by tape, to protect staff and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff must stay with their class group throughout the day where practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff who are working across social bubbles will follow the Staff guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Children/Young people Playgrounds/Out of Classrooms	Direct transmission of virus from carriers to well individuals	Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		One-way system in and out of buildings to reduce mixing of people and children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, school has implemented a one- way system for walking around.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Outdoor play equipment, including climbing frames, has been reinstated for use within social bubbles and will be subject to supervision by staff at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Use of the Cloakroom has been reinstated. However, the clothes pegs have been reduced and spaced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		3 outdoor zones are in place, suitably distanced. The zones will be supervised by staff at all times ensuring pupils stay in social bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Children/Young people Playgrounds/Out of classrooms Cont.	Direct transmission of virus from carriers to well individuals	The following outdoor areas have been designated for use at staggered times by the Kindergarten and Prep social bubbles only: <ul style="list-style-type: none"> - Sand Pit - Slide - Mud Kitchen - Water Pump 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Playtimes / use of outdoor spaces is no longer staggered but will be subject to supervision by staff at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Children/Young people Drop-off and Collection	Direct transmission of virus from carriers to well individuals	An appropriate “drop off” protocol allows children to be dropped off at a secure point and then taken into the school Allowing for social distancing of parents and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff in place to ensure that social distancing is followed by parents or guardians dropping off their children in a controlled manner. Staff and parents to wear face coverings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		One-way flow system in place for the drop off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Children should be collected by an identified member of their household only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Collection times staggered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		An appropriate collection protocol takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements. Staff and parents to wear face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on Site – Drop-off and Collection Cont.	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on Site – Lunch time	Direct transmission of virus from carriers to well individuals	To maintain social distancing between groups, only the Kindergarten will use the Dining Hall and lunch will be delivered to individual classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Continue to work with the School Caterers to ensure that food and refreshments are served in a socially distanced manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supervise lunch appropriately to prevent children from sharing food or utensils whilst eating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on Site – Lunch time Cont.	Direct transmission of virus from carriers to well individuals	Children must wash their hands before eating lunch and appropriate sanitiser gel should be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact School Hall/Sports	Direct transmission of virus from carriers to well individuals	The School Hall should be used for sports that do not promote contact between individuals and for single class groups only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		PE staff to develop appropriate sports / PE lesson plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Outdoor PE lessons are preferred to reduce the risk of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Sports equipment allocated to each bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		School uniform has been reinstated. Pupils will change into PE kit in their classroom and kit will be stored in lidded bins when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact Teaching	Direct transmission of virus from carriers to well individuals	A full timetable has been resumed. All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Shared resources are allowed within social bubbles, subject to staff supervision. However, children to be provided with some individual resources where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School assemblies will not take place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: Effective Cleaning	Indirect transmission of virus from carriers to well individuals	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School employs contract cleaners who have provided revised risk assessment, cleaning regime and COSHH documents based upon Public Health England guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective Cleaning Cont.	Indirect transmission of virus from carriers to well individuals	<p>The schools cleaning regime shall be as follows:</p> <ul style="list-style-type: none"> Each room that is in use shall receive a deep clean once per day. Each room in use shall have its hand contact surfaces cleaned twice a day. Each room in use shall have its high use hard surfaces cleaned twice a day. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. <p>Hand contact surfaces in the circulation space of the buildings shall be cleaned twice a day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<p>Complete a cleaning schedule specific to each area of the school to detail:</p> <ul style="list-style-type: none"> What is to be cleaned, What chemicals are to be used, The frequency of cleaning, Who is to undertake the cleaning, Method of cleaning, <p>Safety precautions to be taken.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective Cleaning Cont.	Indirect transmission of virus from carriers to well individuals	Each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local DfE health Protection team on this matter if required. Phone: 0300 303 8537 option 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective cleaning Cont.	Indirect transmission of virus from carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method: <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Assess there is sufficient waste storage space to securely store any increase in waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: Toilet facilities/ handwashing	Indirect transmission of virus from carriers to well individuals	Staff are to escort pupils to the toilets at break times to restrict the numbers of pupils using toilet facilities at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Toilet facilities/ handwashing Cont.	Indirect transmission of virus from carriers to well individuals	Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All toilet facilities shall be cleaned and disinfected regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
National or Local Lockdown imposed	School forced to close except for keyworker and vulnerable pupils	Remote education contingency plan ready and can be implemented as soon as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency evacuation	Staff and pupils confused regarding evacuation arrangements	One-way system will be abandoned. School will revert to the pre-COVID arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safeguarding	Pupil previously deemed to be safer at home and family are anxious about returning to school.	Safeguarding Policy in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Consideration given to any pupil who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Staff wellbeing	Staff are anxious or concerned about returning to the workplace.	Staff are reminded of the support available to them, including bereavement support (Bereavement Policy in place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff Communication	Staff unaware of the renewed guidance and procedures which need to be followed	Updated staff guidance issued Updated risk assessment shared with staff Staff meeting to follow up on any questions prior to the staff returning to school Home testing and the procedures which must be adhered to (if staff engage with this process)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pupil wellbeing	Pupils anxious or concerned about returning to school	Staff to monitor pupils in their care and alert DSL/Assistant Director of Lower School (Pastoral) of any concerns Staff to complete psychological first aid training to support return of pupils to school (training delivered on-line PHE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Review of curriculum for summer term	Gaps in pupils learning	<p>Monitor and assess pupils on their return to school</p> <p>Implement intervention session to support any gaps identified in pupils learning</p> <p>Review the summer term teaching requirements (liaising with Director of Lower School if changes required)</p> <p>Consider events for the summer term in-line with government guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Induction of new staff	Insufficient information or training provided regarding COVID 19. New staff unclear about the arrangements.	In addition to the standard induction programme, new staff will be advised of any additional COVID 19 procedures or guidance and supported whilst settling into the new environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pupil behaviour	Poor behaviour such as persistent breaching of rules surrounding COVID 19 could disrupt the School operation and result in pupils or staff becoming infected.	<p>Pupils reminded that poor behaviour is unacceptable.</p> <p>Behaviour Policy reviewed and amended where appropriate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
School partially closed/pupils self-isolating	Bubbles need to close due to positive COVID-19	<p>Protective measures in place with school</p> <p>Remote learning reinstated for those able to access – providing the teacher is well to deliver the lessons</p> <p>Pupil self-isolation – remote learning can be accessed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Parents communication	Parents not given enough information and guidance prior to pupils return to school	Parent guidelines updated and shared Parents signposted to updated Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

NB. The above risk assessment has been devised using the following guidance:

Coronavirus (COVID -19): implementing protective measures in education and childcare settings.

Schools coronavirus (COVID-19) operational guidance February 2021

Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.

COVID-19: cleaning of non-healthcare settings

COVID-19: guidance for households with possible coronavirus infection

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

COVID 19: Staying Alert and safe (social distancing)