



## Risk Assessment

### Details

School:	Department:
St. Marys School	Senior School

### Risk Assessment Title:

## Coronavirus COVID 19-September 2020

This Risk Assessment is to be read in conjunction with:

- SS Staff Guidance
- Parent Guidance
- Department specific risk assessments

### Who is at Risk?

People at Direct Risk:	Other People Who Could be Affected:
Staff, Students and Visitors	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
<u>11/11/20</u>	<u>Government Guidance update 5/11/20 – parents and staff to wear face coverings at drop off and collection times</u>	<u>13/11/20</u>



## 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?
Following extended closure of the site and buildings, the school and associated services are now not compliant.	Possible prosecution from HSE for a non-compliant school. Risk to staff, students and visitors.	The premises and utilities have been checked and the site is compliant and safe to reopen. This includes the following but is not an exhaustive list: Water Hygiene, Fire Alarm, Emergency Lighting, PAT Testing, Fixed Wire Testing, Heating and Hot Water Services, Asbestos, Insurances and any other Statutory Inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Schools "First Aid Policies" updated to ensure that staff and students 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"/>		
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 students that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 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"/>		
		Schools "First Aid Policies" updated to ensure that staff and students 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"/>		



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		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 COVID 19 – General Cont.	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"/>		
		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 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"/>		
		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"/>		



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Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or students that develop unconfirmed symptoms whilst on the school premises 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 students, 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"/>		
		For students 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 student 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 student 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 <b>0800 046 8687 and select option 1</b> for advice 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 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</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		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"> <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>					
		In the event of a positive test the school should ensure that the classroom and resources that the student 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 <a href="#">COVID 19: cleaning in a non-healthcare setting</a> .	<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"/>		
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.	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"/>		



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Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and students 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"/>		
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<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"/>		
		Students and staff are reminded to wash their hands using the appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The guidance provided by Public Health England at this present time does not recommend the use of face coverings for general use in 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with airborne droplets from carriers. Cont.	Direct infection of a well individual with virus particles	All offices and classrooms have Perspex screens suitably mounted in order to reduce possible exposure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





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Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene</b>	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"/>		
		Teaching staff are expected to supervise students 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"> <li>- On arrival at school</li> <li>- After visiting the toilet</li> <li>- Returning the classroom after breaks</li> <li>- Before lunch time</li> </ul> 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 students regarding the needs to wash their hands during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure there are adequate wash hand basins to number of students present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene</b> Cont.	Direct infection of a well individual with virus particles transferred to hands to mucous membranes	Supplies of hand sanitiser gel should be provided in all rooms in use to allow students and staff to use them as required to reduce the frequency of hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / students present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		It is the Parent's responsibility to identify students within the groups returning to school who are classified as being clinically vulnerable or clinically extremely vulnerable. Parents must seek specialist medical advice that it is safe for them to return to the school setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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 <del>return to safety in school</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<del>Most</del> Staff briefings and meetings <del>to be suspended or</del> conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules. <u>If any meeting is held in person social distancing will be in place.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Social Contact on site – Students	Direct transmission of virus from carriers to well individuals	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Where schools have a larger number of groups of students than the number of classrooms or rooms available for teaching the school will follow government advice or guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		In the identified classrooms the following is to occur: <ul style="list-style-type: none"> <li>- Remove from use excess seating.</li> <li>- Re-organise desks in order that students can sit side-by-side facing towards the teacher</li> <li>- Remove soft toys and furnishings that cannot be easily hygienically sanitised.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Students must stay within their social bubble for <u>the majority of most of</u> the time, unless for exceptional reasons or for using the School Bus Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff working across social bubbles will follow the Staff guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Direct transmission of virus from carriers to well individuals	Students will go to their designated 'bubble base' at Break time, Lunch time and Registration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Social Contact on site – Students <b>Outside of classrooms</b>		<del>Sufficient</del> <u>Enough</u> staff should be present to supervise the students 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"/>		
		One-way systems in and out of buildings will be implemented to reduce mixing of people and students. Routes will be clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Where possible classrooms <del>should be accessed from the outside at all times</del> <u>should always be accessed from the outside</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Masks will be worn by all students when moving around the School and using the School minibuses (see also School Minibus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Students <b>Drop off and Collection</b>	Direct transmission of virus from carriers to well individuals	Families should be informed that students should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks. <u>Parents to wear face coverings when on school site</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Parents will not have access to school buildings, except in an emergency or by agreement with the Principal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Students and staff will go to their designated bubble base.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Social contact on Site- <b>Lunch time</b>	Direct transmission of virus from carriers to well individuals	Lunch will be delivered by the School Caterers <del>to an agreed area and then distributed by teaching staff</del> to each bubble base.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Clearing up will be managed by the School Caterers and Estates Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Lunch will be supervised by staff to prevent students from sharing food or utensils whilst eating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Students should 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 on Site <b>School Hall/Assemblies</b>	Direct transmission of virus from carriers to well individuals	Whole School assemblies will not take place. Year group assemblies may be carried out within each social bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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"/>		
	Social contact on Site- <b>School Hall/Sports</b>	Direct transmission of virus from carriers to well individuals	PE Department / PE leads will 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 should not be shared unless they are able to be effectively cleaned between uses / classes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		On PE days, students will attend school dressed in their PE uniform to avoid the need for changing. Full school uniform will be worn at all other times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Social contact- <b>Teaching</b>	Direct transmission of virus from carriers to well individuals	All teachers will 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 will only be allowed if they are thoroughly cleaned after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces- <b>Effective cleaning</b>	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"/>		
Contact with virus particles on surfaces- <b>Effective cleaning</b> Cont.	Indirect transmission of virus from carriers to well individuals	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"/>		



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Contact with virus particles on surfaces- <b>Effective cleaning</b> 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"> <li>Each room that is in use shall receive a deep clean once per day.</li> <li>Each room in use shall have its hand contact surfaces cleaned twice a day.</li> <li>Each room in use shall have its high use hard surfaces cleaned twice a day.</li> <li>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> </ul> <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 to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces- <b>Effective cleaning</b> Cont.	Indirect transmission of virus from carriers to well individuals	<p>Complete a cleaning schedule specific to each area of the school to detail:</p> <ul style="list-style-type: none"> <li>What is to be cleaned,</li> <li>What chemicals are to be used,</li> <li>The frequency of cleaning,</li> <li>Who is to undertake the cleaning,</li> <li>Method of cleaning,</li> </ul> <p>Safety precautions to be taken.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Contact with virus particles on surfaces- <b>Effective cleaning</b> Cont.	Indirect transmission of virus from carriers to well individuals	Ensure that 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 Public Health England health Protection team on this matter if required. <b>Phone: 0300 303 8537</b> <b>option 1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





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Contact with virus particles on surfaces- <b>Effective cleaning</b> Cont.	Indirect transmission of virus from carriers to well individuals	<p>Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method:</p> <ul style="list-style-type: none"> <li>• use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or</li> <li>• a household detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> <p>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.</p>	<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"/>		
Contact with virus particles on surfaces- <b>Effective cleaning</b> Cont.	Indirect transmission of virus from carriers to well individuals	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-	Indirect transmission of virus from carriers to well individuals	Staff will give instructions to students regarding the use of the toilet facilities and their restrictive usage in numbers particularly around break times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Toilet facilities/ Handwashing		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 sanitiser 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	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	Student previously deemed to be safer at home and family are anxious about returning to school.	Updated Safeguarding Policy in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Consideration given to any student 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 the wellbeing of students and receiving any potential disclosures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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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"/>		
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"/>		
Student behaviour	Persistent breaching of rules surrounding COVID 19 could disrupt the School operation and result in students or staff becoming infected.	Students regularly reminded about the COVID 19 arrangements. Behaviour Policy reviewed and amended where appropriate	<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 Minibus- <b>Bus Service and Use by School for lessons and activities</b>	Poor student or staff behaviour such as persistent breaching of rules surrounding COVID 19 could disrupt the bus operation and result in students or staff becoming infected.	<p>Rules for student users communicated to families e.g.</p> <ul style="list-style-type: none"> <li>• Mask to be worn at all times</li> <li>• Hand sanitiser to be used when entering the vehicle</li> <li>• Seats directly behind the driver not to be used</li> </ul> <p>Minibus drivers briefed regarding student user rules plus their additional duties when operating the vehicle e.g.</p> <ul style="list-style-type: none"> <li>• Mask to be worn at all times</li> <li>• Hand sanitiser to be used when entering the vehicle</li> <li>• Hard surfaces to be cleaned after each journey using disposable gloves and mask</li> </ul>	<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.
- 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)