



## 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. **It has now been updated to reflect updates published on 28 August 2020.** It is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus. **Guidance published on 28 August 2020 advises of the circumstances required for the full or partial closure of schools if this becomes necessary.** <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

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.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903464/staying-covid-19-secure-2020-230720.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf)

## 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 following sections.

#### **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) [Where recommended, use of face coverings in schools.](#)

- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

**Response to any infection:**

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice

Numbers 8 to 10 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> ? See Definitions Table 1	What is the <b>Risk Rating</b> ? See Risk Rating Matrix Table 2
---	---	--	---	---	--	---

1.A: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response						
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	Serious	<p>Guidance has been issued to the entire school community. Here, 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.</p> <p>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-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Possible	Medium

	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<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 7 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>If a child is awaiting collection, they will be moved, if possible, to the old <b>Y6 Cloakroom (bottom of staff room)</b> where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, the window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use the separate toilet allocated in the Y6 toilets. This 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</p>	Possible	Medium
--	---	------------------	---------	---	----------	--------

				<p>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> <p>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>.</p> <p>Public Health England SW Team will be notified by the school of any possible case and not just confirmed case. If a child has been sent home with symptoms or has let the school know they will be absent but have covid symptoms.</p>		
Use of face coverings	Failure to use ace covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>At OPJS staff will use face coverings for small group/1:1 work in rooms.</p> <p>Staff will wear face coverings at the end of the day during pick up.</p> <p>Member of staff on the gate at drop off will wear a face covering</p>	Possible	Medium

Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	Staff to be aware of possible risk when using face covering  Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.	Possible	Medium
	Staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.	Pupils and staff	Serious	Staff have access to facemasks and/or face covering (visor)	Possible	Medium
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> . We will ensure that 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, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</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 someone who tests positive for coronavirus (COVID-19)</li> </ul>	Possible	Medium

				<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 will ask parents and staff to inform us immediately of the results of a test:</p> <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 (unless they are a contact of a confirmed case – in which case they continue to self-isolate for the full 14 days). 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-</li> </ul>		
--	--	--	--	---	--	--

				<p>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 household should continue self-isolating for the full 14 days.</p>		
<p>Management of confirmed cases of coronavirus</p>	<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>	<p>Pupils and staff</p>	<p>Serious</p>	<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 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</li> </ul>	<p>Possible</p>	<p>Medium</p>

			<p>metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <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> <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. We do not need to ask pupils to record everyone they have spent 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</a></p>		
--	--	--	--	--	--

				<p><a href="#">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> <li>• if the test result is positive, they should inform OPJS immediately, and must isolate for at least 7 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>		
Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>We note that if OPJS has 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 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</p>	Possible	Medium

	Anxiety and dissent within the school community			<p>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.</p> <p>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>OPJS has developed a contingency plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
	Attendance at multiple settings (eg for Early Years attendance at LA and 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). Here 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>	Possible	Medium

1: B Cleaning and hygiene						
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:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</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. Covered 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>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>	Possible	Medium
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 pupils.</p> <p>Covered pedal bins are available for the disposal of used tissues.</p>	Possible	Medium

Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<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 cleaners are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with 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>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> <li>Door handles</li> <li>Kettles</li> <li>Taps</li> <li>Switches</li> <li>Phones</li> <li>Laptops/Computers</li> <li>Printers and photocopiers</li> <li>Staffroom/ food preparation</li> <li>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul>	Possible	Medium
Safe use of cleaning products	Inappropriate exposure to cleaning product results in	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.	Unlikely	Low

	<p>allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>			<p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>		
	<p>Use of hand sanitiser potential for improper use and ingestion.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<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 sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building</p>	<p>Unlikely</p>	<p>Low</p>
<p>Measures to reduce contamination from coronavirus.</p>	<p>Use of shared resources</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p>	<p>Unlikely</p>	<p>Low</p>

				Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.		
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats and mobile phones. Bags are allowed.</p> <p>At the moment no books are taken home by teachers to mark.</p> <p>Library books are allowed to be taken home by children and when returned the school will follow the relevant guidance.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	Unlikely	Low
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	Unlikely	Low
	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.	Unlikely	Low

1:C Minimising contact (social distancing)						
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 (see OPJS Plan):</p> <ul style="list-style-type: none"> <li>- Staggering opening and departure times</li> <li>- Opening up both playgrounds and allow flow of people through the site.</li> <li>- Advising parents that only one person should attend to deliver/pick up their child.</li> </ul> <p>Erected signage to remind those visiting the site of social distancing requirements.</p> <p>Pupils will be advised of the appropriate entrance and exit to use (see plan). Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>	Unlikely	Low
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Zoom will be used as an assembly replacement</p>	Unlikely	Low

**1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.**

Grouping pupils of pupils and social distancing of pupils:	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>We are following government guidance as follows:  <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>We will ensure pupils and staff only mix in their year group and that that group stays away from other people and groups. Classes from different year group will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p>	Unlikely	Low
--	--	------------------	---------	---	----------	-----

**1: E Use of Personal Protective Equipment**

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2	Unlikely	Low
--	--	------------------	---------	--	----------	-----

(Mainstream)			<p>metres from others. 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> <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> </ul> <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 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_using_personal_protective_equipment_in_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_using_personal_protective_equipment_in_schools.pdf</a></p>		
--------------	--	--	---	--	--

				<a href="#">de to donning doffing standard PPE health and social care poster .pdf</a>		
--	--	--	--	---	--	--

1: F School transport and travel arrangements						
School Transport	Exposure to coronavirus will travelling to and from school and within wider social groupings (outside school).  (Predominantly applicable to secondary pupils)	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.</li> <li>Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport 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> <p>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.</p>	Unlikely	Low
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle	Unlikely	Low

	public transport at peak times.			storage to support people to walk, run or cycle to work where possible.		
	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 to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces e.g.: 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>	Unlikely	Low

1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions will be held if needs be with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HR advice is available if required.</p>	Unlikely	Low

Staff who may be at increased risk from coronavirus.	Staff anxiety  Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	Serious/ potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	Unlikely	Low
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <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> </ul>	Possible	Medium

				<ul style="list-style-type: none"> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <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>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>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.</p> <p>We will be flexible in how those 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>	Unlikely	Low

Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school		Serious	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <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>Where possible we will endeavour to engage staff on a consistent basis.</p>	Unlikely	Low
Use of volunteers	Potential for the introduction of coronavirus into the school		Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	Unlikely	Low

1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September will include 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 (government guidance is that this should be worn as usual).</li> </ul>	Unlikely	Low

				<ul style="list-style-type: none"> <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: any new behaviour systems that we have put in place to support our work in infection control and social distancing</li> <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	<a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a> <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 pupil's needs are met.</p>	Unlikely	Low
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.	Unlikely	Low

	anxiety and distress for parents and pupils			We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.		
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy will be 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.	Unlikely	Low
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	These pupils may return to school on 1 September 2020. 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 may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: <a href="#">COVID-19 - 'shielding' guidance for children and young people</a> .  Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.  Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.	Possible	Medium

		Clinically vulnerable pupils	Serious	These pupils should attend school		
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school	Possible	Medium
		Those living in a household with a person who is clinically vulnerable.	Serious	These pupils should attend school	Possible	Medium

1: I Provision of first aid and the administration of medication						
Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required.</p> <p>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/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	Unlikely	Low

Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>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 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 known to all staff and their requirements identified on class lists for each teaching group.</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 easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p>	Unlikely	Low
------------------------------	--	------------------	-----------------	--	----------	-----

				<p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p> <p>(NB - Comment from colleague)</p> <p>“The prevalence of allergens such as egg and dairy will be much higher in classroom – some schools are insisting that pupils have a school packed lunch – this won’t work for allergic children and the offering seems to be egg mayo, cheese, tuna – all understandable; schools should consider the offering in light of the allergic children they have in their school. The issue around this is that there is change and the risks need to be considered in light of that change.”</p>		
--	--	--	--	--	--	--

1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>OPJS will remain open over the Summer for Holiday Club and general maintenance. TB, as part of her caretaking duties, will continue to maintain the school buildings and premises.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or</p>	Unlikely	Low

				<p>food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>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.</p>	Unlikely	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, 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 removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	Unlikely	Low

Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>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.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Possible	Medium
Lettings	School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	<p>We have chosen to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>In doing so, we have ensured that we have considered carefully how such arrangements operate within our wider protective measures and also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19)</a> for providers of grassroots sport and gym or leisure facilities.</p> <p>(See Section 1: N re: operation of Breakfast and After School Clubs)</p>		

**1: K Curriculum delivery: Music and PE**

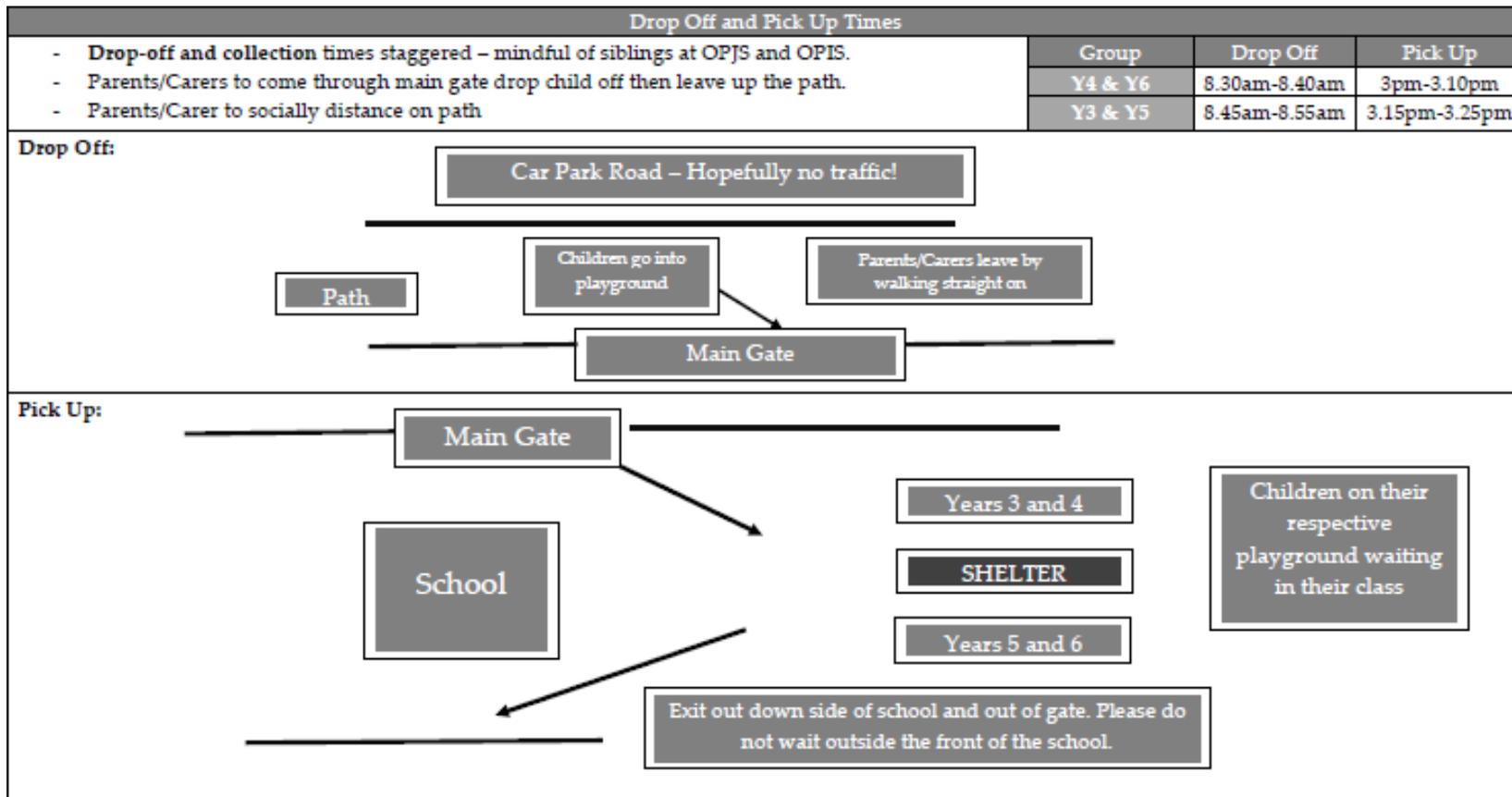
<p>Curriculum delivery: Music</p>	<p>Increased likelihood of infection from coronavirus from playing musical instruments and singing.</p>	<p>Pupils and staff</p>		<p>We will reduce the risk of transmission by physical distancing and playing outside wherever possible, limiting group sizes as appropriate, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. This will apply to Djembe drumming and Choir from September.</p> <p>We have an operating procedure for cleaning any shared instruments.</p> <p><b>Singing</b>, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> <li>• Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space.</li> <li>• If indoors using a room with as much space as possible eg: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance.</li> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place.</li> </ul>	<p>Unlikely</p>	<p>Low</p>
---------------------------------------	---	-------------------------	--	---	-----------------	------------

				<ul style="list-style-type: none"> <li>• In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons eg: conductors or accompanists. Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate.</li> <li>• Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</li> <li>• Microphones will be used where possible or singing to be carried out quietly</li> </ul> <p>When handling instruments:</p> <ul style="list-style-type: none"> <li>• Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person.</li> <li>• Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users.</li> <li>• Instruments should be cleaned by the pupils playing them where possible.</li> <li>• Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop</li> </ul>		
--	--	--	--	---	--	--

				off points to be set up rather than passing equipment etc hand to hand.		
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<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 space (Stadium) 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. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>We have referred to 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> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Extra-curricular activities to come online in Term 2.</p>	Unlikely	Low

## 1: L Social distancing in the wider school environment

Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Staggered arrival and departure times for year groups. Details below.	Unlikely	Low
-----------------------------------	---	------------------	---------	---	----------	-----



Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Pupils to access rooms directly from outside. Circulation routes around the school have been reviewed. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.	Unlikely	Low
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place. Packed lunches for first three weeks. These will be delivered to classrooms.	Unlikely	Low
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Children to eat in classrooms with SMSA/TAs. Details below.	Unlikely	Low

Lunchtimes			
Year/Group	Eat in Classroom	Play	Location
Y3	Noon-12.30pm	12.30pm-1pm	North Playground & bottom half of field (Stadium end)
Y4	12.30pm-1pm	Noon-12.30pm	
Y5	Noon-12.30pm	12.30pm-1pm	South Playground & top half of field
Y6	12.30pm-1pm	Noon-12.30pm	
<ul style="list-style-type: none"> <li>- Packed lunches to be eaten in classroom.</li> <li>- SMSAs on duty 11.45am-1.15pm.</li> </ul>			

Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.	Unlikely	Low
------------	---	------------------	---------	---	----------	-----

				Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously. Each class to have own resource box. Details below		
--	--	--	--	---	--	--

Breaktimes			
Year/Group	Morning Break* (No balls)	Afternoon Break* (No balls but yes to skipping ropes!)	Location
Y3	10.20am-10.35am	2pm-2.10pm	North Playground & bottom half of field (Stadium end) Either field and playground on rotation (i.e. one day on playground and one day on field for each class) or playground split in half if weather is rather inclement!
Y4	10.05am-10.20am	2.10pm-2.20pm	
Y5	10.20am-10.35am	2pm-2.10pm	South Playground & top half of field Either field and playground on rotation (i.e. one day on playground and one day on field for each class) or playground split in half if weather is rather inclement!
Y6	10.05am-10.20am	2.10pm-2.20pm	

*\*Pse remember that it is fine to use hand sanitiser as opposed to washing hands so we can avoid queuing and wasting time.*

Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	No Educational visits will take place in Term 1.  In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits from Term 2 onwards.  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	Unlikely	Low
--------------------	---	------------------	---------	---	----------	-----

				<p>and wider advice on visiting indoor and outdoor venues.</p> <p>We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.</p> <p>(See <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a> )</p>		
--	--	--	--	---	--	--

1:M Social distancing: Offices and shared staff areas						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols. Notably in the shared office area.</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 with signage to explain control measures etc.</p>	Unlikely	Low

	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Main door used for deliveries.</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 after unpacking items and dealing with waste packaging.</p>	Unlikely	Low
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>Opportunity for working from home for PPA.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning 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>	Unlikely	Low
	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>		

				Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	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.  For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.	Unlikely	Low

1:N Afterschool and breakfast clubs						
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	Breakfast and After School Club will be provided by Bath YMCA and based in the Stadium. Relevant guidance followed.  Children who attend will be grouped as part of their class.  As with physical activity during the school day, contact sports should not take place.  Guidance for September 2020 may be found as follows:  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-</a>	Unlikely	Low

				<p><a href="#">outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p><u>If an external provider is used on school premises:</u></p> <p>We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p> <p>We will share information re; grouping our grouping of pupils so that these are maintained where possible.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>		
--	--	--	--	---	--	--

## 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	<p>Concerns may become apparent during interaction in the community, online communication etc.</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	Unlikely	Low
	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	<p>School to continue 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.</p> <p>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p>	Unlikely	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. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Unlikely	Low
	Injury or contamination of staff undertaking home visits.  Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.  Home visits will be last resort but 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).  Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.  If phoning families we will speak to the child as well.	Unlikely	Low

### **PART 3: Arrangements for staff working from home during a local outbreak**

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	We follow guidance from HSE (March 2020) as follows:  For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.	Unlikely	Low
--	--	-------------------------	---------	---	----------	-----

				<p>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	Data breach exposes staff or students to risk of harm.  Data breach is undetected.	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> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Unlikely	Low
Workplace stress exacerbated by social isolation.	Depression  Anxiety and other forms of mental illness	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is available.</p>	Unlikely	Low

### Section 3 – ACTION PLAN

#### 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 this action plan. 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.

What is the <b>Hazard</b> you need to Control? (high or amber from the risk rating column above)	What <b>Additional Precautions</b> do you need to either eliminate or reduce the risk to an acceptable level.	Who is <b>Responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Staff and SGB are aware of this guidance and updated RA shared.  Guidance and RA will increase confidence and reassure staff. It is anticipated that these areas will turn green as confidence increases.	DG  All Staff to ensure that they are familiar of the arrangements and guidance	From 13/7/20 and ongoing  To be revisited prior to the start of the new academic year.  INSET Day 1/9/20	RA and guidance shared with staff and SGB on 13/7/20  PDM on 15/7/20  INSET Day on 1/9/20  New V3 of RA distributed
Contact with those developing symptoms of the virus during the working day.	Unfamiliarity with new guidance and NHS Track and Trace could be an issue. Therefore important that all staff are aware. This will be emphasised at INSET and PDM on 1/9.			
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				
Attendance at multiple settings.	Parents/Carers to be reminded about responsibility of limiting the number of settings that their child attends.  RA shared on website	DG	From 13/7/20 and ongoing through newsletters	13/7/20
Failure to use ace covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Staff have access to face coverings.  Staff reminded on how to use face coverings.	All staff	Ongoing	Ongoing
Potential of contamination if face coverings are removed or disposed of incorrectly.	Parents/Carers to be reminded to wear face coverings at drop off and pick up			
Staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.				

Poor hand hygiene increases the likelihood of infection from coronavirus	<p>News sinks installed due to increase in number of children attending (21/7/20).</p> <p>Continued reminders in place for all with regards to importance of handwashing</p> <p>Anticipated that this will turn green once new facilities in place.</p>	All staff	<p>Sinks to be installed on 21/7/20</p> <p>Continued reminders</p>	Sinks installed and additional paper towels and soap dispensers
Staff are not aware or do not understand the requirements for working safely.	Reiterate policies and procedures to all stakeholders	All staff	From 13/7/20 and INSET on 1/9/20	Ongoing
Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Reiterate policies and procedures to all stakeholders	All staff	From 13/7/20 and INSET on 1/9/20	
Emergency Evacuation and lockdown - Failure to follow procedures leads to injury or loss of life.	<p>Reiterate policies and procedures to all stakeholders</p> <p>Complete Fire drill in first week</p>	All staff	<p>From 13/7/20</p> <p>INSET 1/9/20</p> <p>First week fire drill</p>	
Person contracts COVID 19 as a result of inadequate cleaning	Direct Cleaning provides cleaning for the school. This is overseen and relevant guidelines followed.	DG and MC Direct Cleaning	From 13/7/20	Ongoing
Pupils (or their family members) in identified groups - shielding	Concerns with regards to two children. Contact made to parents by HT	DG and JB	Ongoing	Ongoing

**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. .
2. .
3. .
4. .

**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
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	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.

