

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>

Control measures in this risk assessment reflect government guidance for schools that are not in areas with additional local restrictions as of 1 September 2020.

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

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 Task/Activity or Environment you are assessing?	What Hazards 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 affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood ? See Definitions Table 1	What is the Risk Rating ? 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	Person contracts coronavirus as a result of direct contact with an infected person (or a	Pupils and staff	Serious	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	low	Low

virus within the school.	symptomatic person) entering the premises.			<p>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</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test 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 a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. We are using the front office. We have signs to stop people coming into the area. 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 a separate bathroom if possible. The bathroom will be cleaned and</p>	Low	low

				<p>disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <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 COVID-19: cleaning of non-healthcare settings guidance.</p>		
Use of face coverings	Failure to use face 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>Social distancing is preferable to use of face coverings but we will use face coverings in the following circumstances:</p> <ul style="list-style-type: none"> If there is a local 'lockdown' and we are informed that face coverings must be used in schools When parents and visitors are on the premises and social distancing cannot easily be maintained 	low	low

				<ul style="list-style-type: none"> • For staff when social distancing cannot easily be maintained and they are with members of staff outside their bubble. • For staff when social distancing cannot easily be maintained and they are in contact with parents or visitors. • Visors are available for use if 1:1 conversation is necessary for a longer period of time and 2 metres is not possible 		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<p>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to staff:</p> <p>When face coverings are worn at school we will do the following and ensure visitors do the same.</p> <ul style="list-style-type: none"> • Clean hands before and after touching – including to remove and put them on • Remove using tag/strap (not touching the mouth covering) • Store safely in a sealable plastic bag between use • Do not wear if damp but remove and replace • Do not touch your face during use • When removing it dispose (if temporary) in a black bag waste bin • Wash hands after removal 	Low	low

	Staff or visitors exempt from wearing a face covering	Staff Visitors	Serious	<p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p>	Low	Low
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test 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 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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus</p>	Low	low

			<p>website, 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>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</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"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 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 		
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				anosmia can last for several weeks once the infection has gone. The 10-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.		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams 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"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face 	low	low

			<p>conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <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 section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent 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 ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. 		
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				<p>This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <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 testing and tracing for coronavirus (COVID-19).</p>		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p>	low	low

			<p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected 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>		
			<p>We will follow the - Guidance on Reporting both Suspected and Confirmed Cases</p> <p>Suspected Case(s):</p> <ol style="list-style-type: none"> 1. Please email the dedicated education inbox about all suspected cases education.covid19reporting@bristol.gov.uk 2. If one of the 4 following criteria apply please also contact the Public Health England South West Health Protection Team (HPT) on 0300 303 8162 or swhpt@phe.gov.uk <ol style="list-style-type: none"> a. Hospital admission with COVID like symptoms? b. Possible case who won't/can't get tested? c. A cluster of possible cases/ increased absenteeism? d. Possible case with definite link to confirmed case? <p>One Confirmed Case:</p> <ol style="list-style-type: none"> 1. Inform BCC by emailing the dedicated inbox. education.covid19reporting@bristol.gov.uk This enables the team to follow up any urgent local support and manage communication. 2. Contact the dedicated advice service, introduced by Department for Education. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. <p>https://assets.publishing.service.gov.uk/government/uploads</p>	low	low

				<p>s/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf</p> <p>More than one confirmed Case:</p> <p>1. Please email the dedicated education inbox: education.covid19reporting@bristol.gov.uk</p> <p>2. Contact the Public Health England South West Health Protection Team (HPT) on 0300 303 8162 or swhpt@phe.gov.uk</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>	Low	low
	Notification to Ofsted (Early Years and childcare settings ONLY)			We note that any confirmed cases of coronavirus in the setting (child or staff member) and, if the setting has been advised to close as a result should be 'swiftly' reported to Ofsted through the usual notification channels.		
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"> • on arrival at school • after using the toilet • before eating any food, including snacks • before leaving school • after sneezing/coughing. 	Low	low

				<p>Paper towels are used to dry hands. 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>		
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 bins are available for the disposal of used tissues.</p>	Low	low
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Guidance has now been updated see links above.</p> <p>Where our own cleaners and/or additional staff 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 high contact surfaces for adults and children.</p> <p>We have purchased a new floor cleaner and checked the guidelines for the cleaning fluids etc we use. We will implement the following additional cleaning:</p>	Low	low

				<p>Deep clean on a Wednesday and Friday between groups of children'</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available at O:\Health & Safety\covid\cleaning</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties have received training re: safe use and storage of cleaning materials.</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>	Low	low
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on this is being used under close supervision.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the (s). We will not make our own having addressed the national CLEAPSS guidance.</p>	low	low
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	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.	Low	low

				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).		
	Items from home to school and vice versa	Pupils and staff	Serious	We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats,. Bags are allowed. In exceptional circumstances children will be allowed to bring transitional objects from home. Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.	low	Low
	Harder to clean items	Pupils and staff	Serious	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. Where these remain, they will be subject to regular cleaning and disinfection.	low	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.	low	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	We have taken the following measures to reduce footfall and maintain social distancing on site including: <ul style="list-style-type: none"> Changed the entrances for the four different classes to reduce the number of parents waiting together and congregating in the corridor of red room. Introduced a one-way system for staff and parents Limited the use of the red building corridor Parents – only one adult to pick up, older children to wait outside. 	low	low

				<ul style="list-style-type: none"> • Parents will come on to site but not into the classrooms. • For settling in parents on site wear face masks, wash hands etc • Opening up playgrounds etc, to increase opportunities for parents to wait separately – Main Garden for Red and Blue, Willow class to Willow garden and Green room at main entrance • Staggering opening and departure times – not considered necessary due to other arrangements stated above • Relocated the school admin team • Increased the size of the outdoor area to increase the availability of space for children outside. • Erected signage and barriers to remind those visiting the site of social distancing requirements. 		
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	Family time will not be running until further notice and staff meetings are in small teams or using zoom or Microsoft teams.	low	Low
1:D Minimising contact (social distancing)						
Grouping pupils of pupils and social distancing of pupils: Early Years	Exposure to infection	Pupils and staff	Serious	<p>We will minimise the opportunities for children to mix within the setting. For instance, ensure that, for instance where there are different rooms for different age groups, these groups are kept apart as far as possible.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis). Part-time staff have been re-allocated on a risk-reduction basis.</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In</p>	low	low

				<p>line with the control measures set out in the guidance below we with ensure:</p> <ul style="list-style-type: none"> • that individual groups use the same area of the setting/school throughout the day as much as possible • that sharing of toys and resources is reduced • that any toys or resources that are shared can be easily cleaned between different groups' use. • Sessions of Monday and Tuesday or Thursday, Friday initially offered to allow deep cleaning on a Wednesday to keep social bubbles separate. 30 hour children will be in a separate group if key workers require 30 hours. • Willow children have separate access to the garden. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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1: E Use of Personal Protective Equipment (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).

Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>“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 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their 	low	low
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				<p>intimate care needs should continue to receive their care in the same way</p> <ul style="list-style-type: none"> • 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” <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:https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PH_E_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p>		
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1: F School transport and travel arrangements

School transport	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	We do not currently have any pupils who have school transport.	low	Low
	Exposure to coronavirus will travelling to and from school and within wider social groupings (outside school). (Predominantly applicable to secondary pupils)	Pupils and staff	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. 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 <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>	low	Low
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	<p>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 storage to support people to walk, run or cycle to work where possible.</p> <p>The majority of staff do not use public transport for work. Where they do they follow the guidance re distance and face masks and hand sanitising.</p>	low	Low

	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	We do not have any school vehicles.		
1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held 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 Education Support Partnership 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> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>	low	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 COVID-19: review of disparities in risks and outcomes report.</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>	low	low

				<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>		
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"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • 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). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of face coverings, aprons and gloves re cleaning and in bathroom areas • Use of PPE (where applicable). 	low	Low

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>	low	Low
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women</u>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.</p>	low	Low
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Pupils Staff	Serious	<p>We note that it is permissible for supply staff and other temporary works 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>	low	Low

Use of volunteers	Potential for the introduction of coronavirus into the school	Pupils Staff	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> <p>External staff e.g. from health and/or educational psychology services will be expected to follow our control measures to reduce the spread of coronavirus. Where possible external advisors will meet with staff and/or parents using remote technology. Opportunities to observe children in their own home will be used in preference to school visits. Observations will be kept to a minimum and staff will observe children following 2m social distancing if social interaction with other children is required. Hand cleaning and use of face masks will also be required.</p>		
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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"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • 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 • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. 	low	low
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				<p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p>		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>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</p> <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>	low	Low
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	<p>We will reduce the time parents spending on site as much as possible by providing an online admission form. Face to face contact with the SLT/admin team will be kept to a minimum.</p> <p>Parents will be able to enter classrooms for settling in but will wear a mask and wash/sanitise their hands. Specific arrangements will be made in exceptional circumstances e.g. with children who cannot settle and/or have specific needs.</p>	low	Low
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	<p>The school Behaviour Policy has been reviewed in light of expectations re: arrangements for social distancing and movement around school; hygiene rules.</p> <p>Consistent methods of communication ensure that staff, pupils and parents are aware of these.</p>	low	Low

Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>These pupils may return to school on 1 September 2020. However, if local infection rates rise, they could be advised to shield again.</p> <p>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: https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>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.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		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		
		Those living in a household with a person who is clinically vulnerable.	Serious	These pupils should attend school		

		(Including pregnant)				
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 (see below re: EYFS requirements).</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>	low	Low
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>We also note the requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>we will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that</p> <p>If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government</p>	low	low

				<p>advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020.</p> <p>If asked to do so, we will be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have taken to access the training.</p> <p>(NB: Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity. The EYFS: coronavirus disapplication guidance will be updated shortly to reflect the recent extension of the validity of PFA certificates.)</p>		
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>	low	low

				<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> <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>		
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	low	low

				<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <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 food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</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	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	low	low
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:		

	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 removeable 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>		
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>	low	Low
Lettings	We have no lettings					
1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	We have limited high risk materials and adjusted our use of music, signing and outdoor play. The rationale for this is available: at O:\Health & Safety\covid\risk assessments\classroom activities	low	

Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	Our approach will be reviewed on a regular basis.		Low
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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	We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time	low	Low
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible. Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.		
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. Our own catering staff arrangements for social distancing have been implemented.		
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Groups to be kept apart as far as possible. We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.		
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Outside areas are being shared. We have separated our 2 year olds from our 3 year olds.		

				Outdoor equipment will be cleaned regularly. The rationale for this approach is available separately and will be reviewed on a regular basis.		
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	We will have no public performances until further notice		
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We will not make visits off the premises until further notice (See https://oeapng.info/downloads/download-info/4-4k-coronavirus/)		
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	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. Staffroom and main office areas provided with floor markings for 2m guidance Door entry systems have been adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors. Signage has been erected to advise visitors of social distancing protocols. 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. Payments to be online/ contactless	low	low

				<p>Staff signing in arrangements – hand sanitiser is provided for use before and after signing in or staff can use their own pens to sign.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>We have changed our admissions process using online forms to reduce social contact to a minimum.</p>		
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>		
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc.</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>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>		

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	We have a small number of children who attend for after school clubs and they will stay within their class groups.	low	low

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>	low	Low
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	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.		
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies 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.		
	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. 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.		

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.	low	low
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				<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: www.hse.gov.uk/pubns/ck1.pdf</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"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 		
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>		
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 provided through occupational health referral if deemed advisable.</p>		

Section 3 – ACTION PLAN

Instructions for completion

- 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?*
- 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)
- 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.
- 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 Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1				
HIGH item 2				
MEDIUM item 1				
MEDIUM item 2				
MEDIUM item 3				
Low item	1 A. Ensure we have all information re shared setting/childminders to contact them	Admin team	10/10/20	
Low item	1K Review ongoing arrangements for curriculum provision in light of changing circumstances	Teaching team	10/10/20	
Low item	1R Review and improve signage 2m guides on floor areas	SLT/H&S team	30/10/20	30/10/20

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.

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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.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the

	situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

