

BRENT KNOLL SCHOOL			Risk Assessment No.	2020-21 - 01	
TOPIC	SCHOOL WIDER OPENING – DURING PANDEMIC – SEPTEMBER 2020		People at Risk:	Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Andy Taylor	Date:	September 2020	Date of Review:	October 2020

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>1. Contracting Corona Virus How: Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> All school staff and parents / carers have been informed that they can book a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) C-19 tests have arrived in school and will be stored in the Temporary Medical Room A Departure/Arrivals Procedure is in place and can be found in the Admin section of Connect Pupils arriving after the cut off time are dropped at the Pupil Entrance and collected by a member of staff from the respective team. A one-way system has been implemented so parents/carers 	H	<ul style="list-style-type: none"> Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 – sent 28-08-2020 Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings and encourage them to walk to the school / cycle where possible All staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines – 02/09/2020 <p>A NEGATIVE RESULT WILL NEED TO BE SHOWN TO THE HEAD TEACHER BEFORE A STAFF MEMBER OR PUPIL MAY RETURN TO SCHOOL AFTER DISPLAYING SYMPTOMS BEFORE THE SELF ISOLATION PERIOD OF 10 DAYS IS COMPLETED.</p>		M

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	<p>collect their children from outside the school.</p> <ul style="list-style-type: none"> ▪ Social distancing markers have been placed on floors / areas where pupils / staff / parents line up. ▪ An A3 Poster is displayed at the doors to Reception and on the front gates from where parents/carers collect their children reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus and emphasising the need to socially distance. ▪ No visitors permitted to enter the school without prior permission from the head or deputy head teacher 		<ul style="list-style-type: none"> ▪ Updated procedure for a Pupil that displays symptoms of the virus in place. ▪ A protective screen has been installed at the Reception Area to protect front line staff. ▪ Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors ▪ Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed. ▪ All parents/carers attending site to settle new Reception pupils will be required to observe control measures, including observing the Visitors Policy. <p>See Updated Social Distancing RA See Updated Admin Area RA</p>		
<p><u>2. Contracting Corona Virus</u> How: Staff being exposed to the virus due to lack of social distancing and coming into contact</p>	<ul style="list-style-type: none"> ▪ See Visitors Guidance : A procedure is in place if a contractor needs to attend site to carry out essential works. ▪ Packages are left unopened for a minimum of 48 hours and stored in a box in reception 	M	<ul style="list-style-type: none"> ▪ Delivery drivers not permitted to enter the school building and items should be dropped at outside the entrance to reception or on the front apron ▪ Cleaning regime in place of all common parts and reception area. ▪ Protective screen installed at the Reception area. 		L

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with the virus from contractors / visitors and delivery persons (packages)	<ul style="list-style-type: none"> ▪ Staff have access to PPE to open the packages and empty the contents. ▪ Sanitiser is available for all staff 		<ul style="list-style-type: none"> ▪ Staff not permitted to order personal items to be delivered to the school until further notice. ▪ Visitors guidance emailed to all persons that have booked a visit the school. ▪ Visitors guidance issued by Reception staff to visitors that come to the school without an appointment, but this will only be in case of emergencies. <p>See <u>Visitors Guidance</u>:</p>		
<p><u>3. Contracting Corona Virus</u> How: Staff /Pupils within the Zone being exposed to the virus due to lack of social distancing from children / adults and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<ul style="list-style-type: none"> ▪ Staff to encourage pupils to wash their hands regularly – particularly before and after breaks. ▪ Staff will supervise and assist pupils washing their hands to ensure it is effective. ▪ Staff to ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands. ▪ School staff have access to handwashing facilities and antiviral hand sanitiser. ▪ Staff reminded of the importance to maintain a robust hand washing / sanitising regime. ▪ Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light 	H	<ul style="list-style-type: none"> ▪ New Zone groups have been determined by the SLT taking factors such as numbers / staff available / resources / timetables / rotas into account. ▪ New toilet cleaning regime implemented where the need for Zones to share facilities is completely unavoidable. ▪ Premises staff to increase the frequency with which they empty all bins within the Zones – Twice daily ▪ Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with Suspected C-19 Procedure</u> ▪ Classrooms (other than EYFS) have their desks arranged to be forward facing according to their needs and excess furniture removed to free up space to enhance potential for social distancing. ▪ Small group rooms will only be used by staff in connecting classes within each Zone. The areas will be well ventilated and where there is 		M

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	<p>switches etc and toilets and update checklist.</p> <ul style="list-style-type: none"> ▪ Staff instructed not to face a pupil when working with them – to stand/sit behind them where possible or to their side, according to their need and the particular situation. ▪ Staff instructed to wash their hands immediately after sharing resources with pupils. ▪ Pupils encouraged by staff not to touch their faces by school staff and organise awareness sessions (age appropriate) ▪ All soft furnishings and toys removed from the classroom as they cannot be suitably sanitised. 		<p>no window doors should be left ajar, and group sizes will be restricted to ensure space to socially distance.</p> <ul style="list-style-type: none"> ▪ Regular meeting with cleaning contractor to review cleaning regime ▪ Resources within the Zone will be cleaned and sanitised frequently ▪ All equipment shared with other Zones such as music resources will be cleaned and sanitised after use ▪ Any resources / books taken home by pupils will be either cleaned and sanitised or stored (and out of reach) for 72 hours on return. ▪ Pupils to have their own water bottles and refill them from classroom sinks ▪ Pupils will be issued with their own stationery packs. ▪ Music lessons will be delivered virtually in class bases for KS1 & 2 and any equipment sterilised before crossing Zones ▪ EYFS resources washed at the end of each day in a sterilising solution and left to dry. 		
<p>4. Contracting Corona Virus How: Children being exposed to the virus due to lack of social distancing from other</p>	<ul style="list-style-type: none"> ▪ Staggered breaks and lunch time rota in place. ▪ Drop off / pick up procedure in place. (See above). ▪ Outside play / lessons planned where possible ▪ Staff to supervise children travelling to and from the toilets to ensure 	H	<ul style="list-style-type: none"> ▪ Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps, particularly if pupils in different Zones need to share toilets – see Zone checklist. ▪ Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime. 		H

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children / staff or touching a surface/resource where the virus is present	<p>they do not come in contact with children from another Zone</p> <ul style="list-style-type: none"> Staff to only allow one child at a time to go to the toilet. 		<ul style="list-style-type: none"> Updated procedure for a pupil that displays symptoms of the virus in place. All resources shared with different Zones are cleaned at the end of the session or taken out of use for a minimum of 72 hours. The group rooms will be well ventilated and door left ajar if there is no window, and sizes restricted to ensure space to social distance. Staff moving between Zones to have their own sets of pens etc. Whole school assemblies cancelled. Consideration given to Zone assemblies. New route(s) to the classrooms have been implemented to reduce the risk of zone groups coming into contact with each other. Head Teacher / SLT to organise the new Zone groups (Sept 20) to try and ensure the school staff and pupils are consistent within the Zones and limit change as far as possible. New rotas in place for staggered breaks / lunch and outside play – Sept 20. Staff reminded during induction session that if they have to move between zones they should maintain an appropriate distance from pupils and other staff and ensure good hand hygiene. 		
<p>5. Contracting Corona Virus How:</p>	<ul style="list-style-type: none"> Four staff rooms for each of the four Zones well as admin. Signage displayed in the staffroom reminding staff to sanitise all contact areas after use. 	H	<ul style="list-style-type: none"> Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks. 		M

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<p>Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming into contact with the virus on contaminated surfaces and equipment.</p>	<ul style="list-style-type: none"> ▪ Cleaning and sanitising products available for use. ▪ Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes. ▪ Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes. 		<ul style="list-style-type: none"> ▪ Staff advised to remove clothing on their return home and shower, if they are concerned about viral transmission ▪ Staff provided with PPE if they are unable to socially distance and are anxious about transmission of the virus ▪ Staff to use their own stationery (pens etc) 		
<p>6. Contracting Corona Virus How: Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<ul style="list-style-type: none"> ▪ Classroom/Zone cleaning sheet in place ▪ Staff to complete start and end of day checklist ▪ Cleaning checklist in place for all common areas in the school ▪ Premises and school staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas ▪ Full clean undertaken by School Cleaners each evening ▪ Hand washing and sanitising stations available around the school and at Reception. ▪ All teaching areas have sinks and cleaning products for hand washing 	H	<ul style="list-style-type: none"> ▪ Premises Manager to ensure there are adequate staff available to increase the cleaning regimes (September 20 – increased numbers) ▪ New toilet cleaning regime implemented as Zones will need to share toilets. ▪ The main reception desk and sign in equipment is cleaned and sanitised regularly by staff (See Visitor Policy). ▪ Admin Risk Assessment in place which covers deliveries. ▪ Additional cleaning regime established during the school day in addition to evening routine cleaning ▪ Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc. and detailed in the premises checklist ▪ Visitors guidance issued prior to any person coming on site. 		M

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<p>7. <u>Lunchtimes</u> How: Risk of exposure to the virus from pupils coming into contact with pupils / staff from other Zones and touching equipment that may have been contaminated.</p>	<ul style="list-style-type: none"> ▪ Staggered lunch time rota in place for dining hall and lunchtime play. ▪ Lower East and West Zones to have their meals delivered to their classrooms. ▪ Supervising lunchtime staff to ensure pupils do not share drinking/eating utensils or food. ▪ Parents/ Carers instructed to provide individual drinking bottles for their child. ▪ School staff to wear PPE if required. 	M	<ul style="list-style-type: none"> ▪ One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another Zone. ▪ All pupils from the same Zone sit together whether they are eating a school meal or packed lunch from home. Where possible staff from the same Zone supervise their pupils during lunch break. ▪ Staff to organise the dining hall tables and chairs/stools to ensure children from different Zones are kept apart. ▪ Individually packed lunches are provided for pupils who have school meals ▪ Open/pedal bins available to dispose of food where pupils are eating 		L
<p>8. Waste How: No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus. No identified storage area for contaminated waste. No PPE available</p>	<ul style="list-style-type: none"> ▪ School Waste Policy in place. ▪ Collection of waste from classrooms / areas timetable in place. ▪ PPE available for all cleaning staff frequently crossing Zones 	M	<ul style="list-style-type: none"> ▪ All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus. ▪ The plant room has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test. ▪ Lidded pedal operated bins available in all classrooms 		L

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<p>9. Equipment How: Existing school equipment causing an increase to the risk of exposure and transmission of the virus.</p>	<ul style="list-style-type: none"> ▪ Hand Driers can be used, but paper towels also available and posters reminding of need to thoroughly dry hands. ▪ Bins – replaced with lidded bins ▪ Water fountains disconnected 	L	<ul style="list-style-type: none"> ▪ Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing. ▪ New hand washing stations installed at Zone entrances and exits 		L
<p>10. School Trips How: Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.</p>	<ul style="list-style-type: none"> ▪ No school trips are currently planned 	L	<ul style="list-style-type: none"> ▪ Local outdoor trips may be considered to a local park or green space once a risk assessment has been undertaken 		L
<p>11. Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus. Parents / carers not aware of any</p>	<ul style="list-style-type: none"> ▪ School to inform parents / carers about the measures that they are taking and how they can help. ▪ Staff issued with advice and the schools' arrangements for Opening June 2020 	H	<ul style="list-style-type: none"> ▪ School Leadership Team fully aware of the NHS 'Test, Track & Trace' process. ▪ System in place to obtain contact details for all those entering our site. ▪ Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening on 2nd September 2020 ▪ School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government. ▪ School procedure in place to update parents / carers of any persons (within the school setting) 		M

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<p>reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the school's new arrangements</p>			<p>that has had a positive test for the virus confirmed.</p> <ul style="list-style-type: none"> ▪ Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school. ▪ All school staff inducted about the new arrangements / risk assessments / procedures on 2nd September. ▪ School staff will be notified immediately by the head teacher on any changes in Government advice about Covid-19 and any new measures. ▪ School will invite Trade Union and Staff Reps to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections. ▪ Time permitted for Trade Union and Staff reps to meet with SLT to discuss any health and safety concerns. ▪ All planned visitors to the school will be sent a guidance document prior to the visit to inform them of all the Schools arrangements and expectations. See <u>Visitors Policy</u> 		
<p>12. First Aid / Intimate Care How: No first aid provision. Unable to maintain social distancing whilst undertaking first</p>	<ul style="list-style-type: none"> ▪ Zone checklist in each class giving information of any pupils with Intimate Care Plans. ▪ First Aid RA in place. ▪ Intimate Care Procedure in place. ▪ PPE Guidance in place. ▪ Adequate amounts of PPE available for school staff. 	M	<ul style="list-style-type: none"> ▪ Parents / carers issued with a green accident form after a pupil has had an accident / injury by a member of staff within the Zone ▪ Staff from the Zone to keep accident / incident reports and hand notifiable accident details Admin who will process 		L

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aid and elements of intimate care. No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents	<ul style="list-style-type: none"> ▪ System in place to replenish stocks of PPE ▪ Cleaning regime in place – after first aid procedures / intimate care Waste procedure in place for the disposal of all clinical / contaminated waste. 		<ul style="list-style-type: none"> ▪ The copy of the slip will be held within the Zone and passed to the office when the ‘cheque’ book has finished <p>See <u>Updated First Aid RA</u> See <u>Updated Infectious Diseases RA</u> See <u>Updated Intimate Care RA</u></p>		
<p>13. Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical conditions</p>	<ul style="list-style-type: none"> ▪ Details of all pupils with medications is available in classrooms where medications are stored as well as on Connect in ‘Admin/Medications. ▪ New admin officer is responsible for ensuring medications are available for pupils and they are in date ▪ Parent / carers to complete an authorisation form to administer medications. ▪ A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time. ▪ Staff given time to familiarise themselves with pupils with medical needs and their Health Care Plans (on SIMS) ▪ All medications stored out of the reach of pupils. 	M	<ul style="list-style-type: none"> ▪ The school may need to complete an individual risk assessment for a pupil that requires medications/medical procedures that may increase the risk of staff contracting the virus. ▪ Online staff training provided in May 2020 and currently planning more bespoke delivery of training with School Nurse. <p>See <u>Updated Medications RA</u></p> <ul style="list-style-type: none"> • Directed time to be given to staff to ensure familiarity with Care Plans 		L

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	<ul style="list-style-type: none"> Emergency and controlled medications stored in a locked cupboard in the Medical Room 				
<p>14. Fire How: Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.</p>	<ul style="list-style-type: none"> A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the Zone that may need assistance to evacuate during evacuation Details of any PEEP’s will be featured on the “zone” checklist. Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely. 	M	<ul style="list-style-type: none"> New fire evacuation procedures will be communicated to staff on 04 September All new fire evacuation routes, and fire assembly points are detailed on Zone checklist – which includes identified person responsible for sweeping the area(s). Office staff to take visitors sign in sheets with them to the assembly point in a fire evacuation. Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire signage is displayed accurately and fire equipment is all in place. Fire drill planned for 10th September <p>See Updated <u>Fire Evacuation</u> RA</p>		L
<p>15. Face Coverings / Masks How: No procedure in place for the safe removal, disposal and</p>	<p>Face coverings are provided to pupils, staff and visitors as required.</p> <p>Storage bags for reusable masks are available from Reception as required.</p>	M	<ul style="list-style-type: none"> Procedure for wearing, removing, storage and disposal of face coverings included in <u>Guidance for Families</u> and <u>Guidance for Employees</u>. Instructions to pupils should be reinforced by staff Staff should be given verbal and written guidance and instruction at INSET day 		L

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storage of face coverings and masks.					
16. SEN How: Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva)	<ul style="list-style-type: none"> ▪ PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus. ▪ A risk assessment will be undertaken for specific pupils when necessary. ▪ A risk assessment has been undertaken of staff working at the school 		<ul style="list-style-type: none"> ▪ Positive Handling Plans will be updated to recognise the added risk ▪ Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE. ▪ Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated in line with Government guidance 		
17. Behaviour How: Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.	<ul style="list-style-type: none"> ▪ Behaviour Policy updated with Covid addendum 	H	<ul style="list-style-type: none"> ▪ Risk assessments (PHP) may be undertaken for specific pupils. ▪ Sensory behaviours which may pose a transmission risk will be subject to individual control measures ▪ All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed. 		H
18. Furniture/ Resources How:	<ul style="list-style-type: none"> ▪ Staff to ensure strict supervision when introducing any new equipment or resources. 	M	<ul style="list-style-type: none"> ▪ All equipment / resources can now be shared by children and adults in the same Zone and cleaned as part of the routine cleaning regime. 		L

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Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different "bubbles" at risk of transmitting the virus	<ul style="list-style-type: none"> ▪ All equipment / resources will be age / maturity appropriate and included in an activity risk assessment. ▪ All soft furnishings / toys removed from class. 		<ul style="list-style-type: none"> ▪ All equipment / resources for subject specific delivery should be zone specific with the same cleaning regime detailed in the above bullet point 		
<p>19. Outside Play Equipment How: External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised or shared by different "bubbles" at risk of transmitting the virus.</p>	<ul style="list-style-type: none"> ▪ All external play equipment will be risk assessed to ensure it is age / maturity appropriate. ▪ All play on external equipment will be supervised by school staff. ▪ All external play equipment is visually inspected by Premises staff monthly. ▪ An annual inspection and service is undertaken by a competent contractor. 	M	<ul style="list-style-type: none"> ▪ Pupils sand trays to use, with up to three pupils using it at any time (EYFS only) ▪ Outside play equipment sanitised as part of the general cleaning regime ▪ Outside resources washed in water tray with sterilising solution and left to dry overnight where possible. 		L
<p>20. PE How:</p>	None	M	<ul style="list-style-type: none"> ▪ Sports and activities undertaken outside when possible. ▪ Zoned equipment to be made available 		L

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Exposure to the virus due to equipment not sanitised after another Zone has had access. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.			<ul style="list-style-type: none"> ▪ A selection of PE equipment assigned to each Zone ▪ Pupils to wash hands before and after PE lesson. ▪ Teacher to demonstrate activity and then remotely supervise the pupils. ▪ Equipment spaced out to enhance distancing around the pupils and staff. ▪ Pupils to wear PE suitable clothing on scheduled days to avoid using changing rooms 		
<p>21. Transport - School How: Exposure to the virus due to lack of social distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different Zones mixing.</p>	None	H	<ul style="list-style-type: none"> ▪ Pupils to sit near other members of their Zones where possible. ▪ Space to be left between seats to ensure social distancing. ▪ Hand sanitiser applied to pupils on boarding and disembarking from the transport. ▪ Additional cleaning of the vehicles will be undertaken (if they are a school vehicle – if not this is in Passenger Services RA)) ▪ RA carried out by Passenger Services shared with school Awaiting CF's advice in response to amended RA from Passenger Services 		H
<p>22. School Estate How: School not safe to reopen. Building</p>	<ul style="list-style-type: none"> ▪ All visual fire / water / gas / electric / lift checks undertaken by premises staff. 	L	<ul style="list-style-type: none"> ▪ Statutory maintenance check undertaken by Premises staff August 2020 – prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist) 		L

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checks not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.			<ul style="list-style-type: none"> ▪ Full site inspection undertaken by Premises / SLT ▪ All water outlets flushed regularly, and records maintained. ▪ Water samples taken according to schedule and recorded on an ongoing basis 		
23. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus	None		<ul style="list-style-type: none"> ▪ All doors and windows kept open (unless dedicated fire doors) ▪ Desk and ceiling fans can only be used if the area is well ventilated. ▪ Air conditioning draws in outside air and is compliant with HSE advice ▪ Works to introduce mechanical ventilation into main admin office. Installation due 12/09/2020 		
24. Staff Meetings How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.	None	H	<ul style="list-style-type: none"> ▪ All meetings will be virtual unless absolutely unavoidable. ▪ Meetings to be kept to a minimum time to limit time school staff spend together. ▪ Smaller groups will be considered where appropriate. ▪ Meetings with Parents / Carers only permitted if they are essential and will be conducted outside where possible <ul style="list-style-type: none"> ▪ Room to be arranged to ensure social distancing. ▪ Visitor guidance sent to Parent / Carer prior to meeting. 		L

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<p>25. Personal Protective Equipment (PPE) How: Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE available, not correct standard of PPE</p>	<ul style="list-style-type: none"> ▪ PPE available in classrooms (for first aid and intimate care). ▪ PPE available for Cleaners on Reception ▪ PPE sourced and stocked by admin staff ▪ Procedure in place for a pupil displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear. ▪ Staff at the main gate to wear PPE if they feel anxious and at risk from parents / carers not socially distancing. 	L	<ul style="list-style-type: none"> ▪ All school staff issued with guidance on the wearing and removal of PPE. ▪ All PPE purchased in accordance with PHE https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 		L
<p>26. Working from Home How: Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.</p>	<ul style="list-style-type: none"> ▪ See Work at Home RA ▪ Staff issued with guidance to set up workstation correctly 	L	<ul style="list-style-type: none"> ▪ All risk assessments reviewed for staff working from home (September 2020) 		L
<p>27. Lettings How: Persons attending lettings introduce the virus to the school.</p>	<ul style="list-style-type: none"> ▪ No lettings permitted 	L	<ul style="list-style-type: none"> ▪ All lettings cancelled and not to be re-established 		L

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Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.					

Signed: Andy Taylor

Role: Head

Date: 02/09/20