

BRENT KNOLL SCHOOL			Risk Assessment No.	1	
TOPIC	SCHOOL OPENING – DURING PANDEMIC		People at Risk:	Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Andy Taylor	Date	January 2021 (v3)	Date of Review	March 2021

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

The following principles underpin all planning and actions:

- Children’s needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’.

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, the 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. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, 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

9. Engage with the NHS Test and Trace process.

10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

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><u>1.</u> <u>Contracting Corona Virus</u> 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 ▪ Getting tested advice ▪ C-19 PCR tests are securely stored in the DHT Office ▪ 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 collect their children from outside the school. ▪ 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 	<p>H</p>	<ul style="list-style-type: none"> ▪ Letter/video sent to all Parents / Carers detailing new arrangements for school opening in January 2021 ▪ Updated advice sent to parents via email and video and linked documents via text on 15:01:21 ▪ Email sent to all staff describing new measures introduced from 05 January based on a rota system of 'one week at home and one week in school' for all permanent staff. ▪ Established procedure for a Pupil that displays symptoms of the virus in place. This will be applied to all staff testing positive on a LFD. ▪ Risk assessment in place of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors. ▪ Staff rota is in place to limit the number of staff on site in any one week and empty rooms are used to distribute numbers. Staff working on site alternate weeks and numbers of pupils limited to approximately 35% of the total number on roll. From 22:02:21 all support staff on site every week, with teachers continuing to alternate. This will be reviewed on 08:03:21. 		<p>M</p>

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	<p>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.</p> <ul style="list-style-type: none"> ▪ No visitors permitted to enter the school without prior permission from the head or deputy head teacher 		<ul style="list-style-type: none"> ▪ 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. ▪ Wall thermometer installed in Reception. Everyone entering the site is required to take their temperature and sanitise hands on arrival. Notice on front door to building reminding staff to wear a face covering and take their temperature on arrival. ▪ Lateral Flow Tests being administered on Mondays and Wednesdays to all staff. All appropriate reporting procedure followed. <p>See Updated Social Distancing RA See Updated Admin Area RA See Visitor Policy</p>		
<p><u>2. Contracting Corona Virus</u> How: Staff being exposed to the virus due to lack of social distancing and</p>	<ul style="list-style-type: none"> ▪ See Visitor Policy: 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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coming into contact 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. ▪ Visitor Policy emailed to all persons that have booked a visit the school. ▪ Visitor Policy 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>Visitor Policy</u>:</p>		
<p>3. <u>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 no window doors should be left ajar, and group 		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>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 children / staff or touching a</p>	<ul style="list-style-type: none"> ▪ Break and lunch time rota in place with segregation in playground area. ▪ 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. ▪ Updated procedure for a pupil that displays symptoms of the virus in place. 		H

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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"> ▪ 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. ▪ New route(s) to the classrooms have been implemented to reduce the risk of Zone groups coming into contact with each other. ▪ Signs displayed reminding staff that if they have to move between Zones they should maintain an appropriate distance from pupils and in particular other staff and ensure good hand hygiene. 		
<p>5. Contracting Corona Virus How: 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"> ▪ Four staffrooms for each of the four Zones well as two for Admin Zones. Signage displayed in the staffrooms reminding staff to sanitise all contact areas after use. ▪ 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. 	H	<ul style="list-style-type: none"> ▪ Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks. ▪ 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) 		M

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<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 daily 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 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 regime. ▪ New toilet cleaning regime implemented as some 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. 		M
<p>7. Lunchtimes 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 West Zone to have their meals delivered to their classrooms. ▪ Supervising lunchtime staff to ensure pupils do not share drinking/eating utensils or food. ▪ Midday meals supervisors to remain outside and not enter classrooms ▪ 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. 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. ▪ Pedal bins available to dispose of food where pupils are eating 		L

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<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 ▪ Lateral Flow Tests are administered to all cleaning and premises staff twice weekly. 	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
<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</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

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site. School unable to control the risks of the virus.					
<p>11. Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus.</p> <p>Parents / carers not aware of any 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</p>	<ul style="list-style-type: none"> ▪ School informed parents / carers about the measures taken and how they can help. ▪ Staff informed via weekly feedback email on changes to control measures. 	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 site. ▪ Letter / text/ email sent to all Parents / Carers detailing all the new arrangements for January 2021 ▪ 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) that has had a positive test for the virus confirmed. ▪ Letter in use to send to Parents / Carers when a positive test result has been confirmed for a person within the school. ▪ 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 include Trade Union Reps to be involved in the school reopening arrangements including risk assessments and site inspections. ▪ Time permitted as required 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 		M

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**
school's new arrangements			them of all the Schools arrangements and expectations. See Visitors Policy		
<p>12. First Aid / Intimate Care How: No first aid provision. Unable to maintain social distancing whilst undertaking first 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</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. ▪ 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. 	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 ▪ The copy of the slip will be held within the Zone and passed to the office when the 'cheque' book has finished <p>See Updated First Aid RA See Updated Infectious Diseases RA See Updated Intimate Care RA</p>		L
<p>13. Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to</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. ▪ Parent / carers to complete an authorisation form to administer medications. ▪ A procedure is in place to advise Parents / Carers for replacement 	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. <p>See Updated Medications RA</p>		L

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administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical conditions	<p>medications with sufficient lead time.</p> <ul style="list-style-type: none"> ▪ Staff required to familiarise themselves with pupils with medical needs and their Health Care Plans (on SIMS) ▪ All medications stored out of the reach of pupils. ▪ 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 Zones 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 have been communicated to staff ▪ 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 ensure the directional fire signage is displayed accurately and fire equipment is all in place. <p>See Updated Fire Evacuation RA</p>		L

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<p>15. Face Coverings / Masks How: No procedure in place for the safe removal, disposal and storage of face coverings and masks.</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 Guidance for Families and Guidance for Employees. ▪ Instructions to pupils should be reinforced by staff 		L
<p>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)</p>	<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. ▪ Individual risk assessments have been undertaken of staff working at the school 	H	<ul style="list-style-type: none"> ▪ 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 		L
<p>17. Behaviour How: Increased incidence of poor behaviour due to new rules, lack</p>	<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 		H

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**
of routines and lack of attendance.			<ul style="list-style-type: none"> All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed. 		
<p>18. Furniture/ Resources How: Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “zones” at risk of transmitting the virus</p>	<ul style="list-style-type: none"> Staff to ensure strict supervision when introducing any new equipment or resources. All equipment / resources will be age / maturity appropriate and included in an activity risk assessment. All soft furnishings / toys removed from classrooms. 	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. All equipment / resources for subject specific delivery should be zone specific with the same cleaning regime detailed in the above bullet point 		L
<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</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

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different "zones" at risk of transmitting the virus.					
20. PE How: 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.	None	M	<ul style="list-style-type: none"> ▪ Sports and activities undertaken outside. ▪ Zoned equipment to be made available ▪ 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 		L
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	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 		H

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from different Zones mixing.					
22. School Estate How: School not safe to reopen. Building 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"> ▪ 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) ▪ 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 		L
23. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus	<ul style="list-style-type: none"> • Staff advised to ensure that all high level windows to be kept open at all times and requests for convector heaters made to Premises Staff to maintain comfortable temperatures • Staff advised to wear extra warm clothing and encourage pupils to do the same. • Underfloor heating temperature set to maximum to mitigate against drop in temperatures through increased fresh air flow. 		<ul style="list-style-type: none"> ▪ 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 ▪ Mechanical ventilation into three admin areas installed. 		
24. Staff Meetings	None		<ul style="list-style-type: none"> ▪ All meetings will be virtual unless absolutely unavoidable. 		

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<p>How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.</p>		H	<ul style="list-style-type: none"> ▪ 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
<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. ▪ 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</p>	<ul style="list-style-type: none"> ▪ See Work at Home RA ▪ Staff issued with guidance to set up workstation correctly 	L			L

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hazards to the individual.					
27. Lettings How: Persons attending lettings introduce the virus to the school. 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.	<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

Signed: Andy Taylor

Role: Headteacher

Date: February 2021