

Risk Assessment

Work Activity/ Hazard:	Education & Childcare settings (Covid-19) Part 1 & Part 2	Directorate	Beacon of Light School	Section:	Education & Childcare settings
Date of Assessment:	May 2020	Date to be Reviewed:	June 2020		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		SEVERITY				

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible.	Likelihood	Severity	Residual Risk L x S
Part 1 – General Workplace									
Spread of COVID 19	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	Where possible staff should work at home and avoid coming into workplaces	2	5	10	<p>Consideration will be given to flexible ways of working and encourage agile and home working arrangements where possible.</p> <p>Managers will ensure that for the areas in which they are in control of i.e. their own office(s) that they will identify the maximum occupancy of the area(s) with regard to the social distancing requirements of 2 metres separation distances. This figure must be</p>	1	5	5

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		<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Self-isolation for anyone who have recently travelled to the high-risk countries • Handwashing guidance • Ongoing updates monitored by manager and cascaded to staff. <p>Upon entry to buildings staff must wash hands with soap and water and do this regularly during the day. NB: Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>Peripatetic workers (remote/mobile workers) who do not have access to</p>				<p>communicated through to staff and be displayed prominently as the capacity not to be exceeded.</p> <p>Before going to work you must report to your manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • Loss of taste or smell <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace.</p> <p>Staff with laptops requested to take them home at the end of each day, and, if they go on leave.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by cleaners.</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</p>			

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		<p>soap and water should be provided with alcohol-based hand sanitiser/gel/wipes.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids should be individually assessed to see if the contact can be eliminated, reduced, isolated.</p> <p>Non-physical work that requires close contact between workers should not be carried out.</p> <p>Work that requires direct skin to skin contact should not be carried out.</p>				<p>Staff are advised to limit the use of photocopiers and use a touchscreen pen when use of the photocopier is required. If not available immediately wash hands after use.</p> <p>Members of staff who deal with members of the public and have access to screened areas should interview from behind a full screen. Where there is no screen consideration should be given to installation of a screen.</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p> <p>Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc.</p> <p>Large gatherings should not take place without the explicit consent of the Director of the service area.</p> <p>Toolbox Talks/Safety briefings should be undertaken in an open environment where it is safe to maintain 2m separation without exception, unless wet weather conditions</p>			

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		<p>Plan your work to minimise contact between workers.</p> <p>Screening questionnaire/doorstep check asked when entering a non-SCC premises or when allowing contractors/visitors onto site. Asking has anyone in the household/premises displayed signs or symptoms of:</p> <ul style="list-style-type: none"> • Fever • New continuous cough • Loss of taste or smell <p>Where symptoms in the household/premises are identified entry should not proceed unless essential (in this case you must carry out an additional risk assessment).</p> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker https://111.nhs.uk/covid-19/ which will provide advice about what to do.</p> <p>For those who develop symptoms, they should go home and inform their manager/supervisor.</p>				<p>would degrade the paperwork then a suitable indoor venue to be considered.</p> <p>All non-essential visits to places of care for those people at risk should cease. e.g. visits to hospitals, care homes etc.</p> <p>Where home visits are essential, communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed once visit/work has commenced.</p> <p>Ask households to leave all internal doors open to minimise contact with door handles</p> <p>Where staff are required to share tools, plant or equipment these should be thoroughly cleaned before and after use.</p> <p>Supervisors and Managers to ensure the 2m rule is maintained wherever possible and lead by example.</p> <p>Where possible employees' start/finish times will be staggered to reduce the likelihood of an influx of people at the same times. Consideration will be given to introduce shifts/Rota, to ensure that the numbers of staff are split over the day rather than having everyone in the premises at the same times.</p>			

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		<p>Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting under the RIDDOR Regulations and must be captured on the IR1 system. For further advice and guidance contact your Health and Safety Team.</p>				<p>All staff must take reasonable care of their own health and safety.</p> <p>Managers and supervisors must lead by example, ensuring social distancing is always complied to by both the managers and employees.</p> <p>First Aiders will be issued with the current advice and guidance see Premises safety and first aid</p> <p>Use a consistent pairing system if people must work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p>			
Eating and Safe use of welfare facilities.	<p>Employees, family members</p> <p>Contracting Coronavirus</p>	<p>Welfare facilities including adequate handwashing and soap provided for all staff and visitors.</p> <p>Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always clean your hands before and after eating, smoking or drinking.</p>	2	5	10	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Restrict the number of people using the toilet facilities at any one time and try and maintain a 2m distance form others.</p> <p>Regularly and thoroughly clean your hands before and after using the toilet facilities.</p>	1	5	5

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		<p>Avoid using communal welfare facilities and breakout areas where a 2m separation cannot be maintained</p> <p>Whenever possible stagger break times to reduce the number of people using the facilities at any one time and maintain a 2m distance between yourself and others avoid all contact.</p>				<p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p>			
Traveling in vehicles	<p>Employees, family members</p> <p>Contracting Coronavirus via close contact with others.</p>	<p>All Non-essential travel should be avoided/limited where possible.</p> <p>If traveling in vehicles, where ever possible, staff should travel in separate vehicles, however, if this is not possible staff must try and keep approximately 2m distance between each other. CoronavirusInfoFrontlineHS</p> <p>The risk of virus spread can be mitigated through the following:</p> <ul style="list-style-type: none"> Limiting the time spent within 2m of others to the absolute minimum. Unnecessary congregating with colleagues must be avoided. Keeping the room or vehicle well ventilated where possible (e.g. by opening a window). 	2	5	10	<p>Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the vehicle that have had contact with people's hands. Link to Safe Working Procedure</p> <p>Staff should wear disposable gloves for refueling activities and ensure 2m separation.</p> <p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p> <p>The SCC Cycle to Work Scheme is open for SCC employees to apply for. Our provider is Cycle Solutions www.cyclesolutions.co.uk and applicants can choose from a wide range of bikes.</p>	1	5	5

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		<ul style="list-style-type: none"> Observing good respiratory hygiene by sneezing or coughing into a tissue, throwing it away and then washing hands (Catch It, Bin It, Kill It). Avoid touching your face with your hands. Regularly washing hands (ideally with soap and water). 				Employees can access a journey planner on http://www.gosmarter.co.uk/ which will give cycling and walking options for a journey from postcode to postcode. Electronic cycling maps for the NE areas can also be found in the resource section.			
Visiting SCC buildings/ premises	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	You must always consider whether you should come to the premises at all. See specific premises risk assessment	2	5	10	Unnecessary congregating with colleagues within the depot must be avoided. Conversations between staff must be, where ever possible, undertaken via telephone. Where this is not possible the 2m separation distance should so far as reasonably practicable. Collecting and returning paperwork in person must be avoided where possible – instead, if practical, designate an area for collecting and returning paperwork to avoid doing this face to face. A minimum of 2 metres separation distance must be maintained between colleagues.	1	5	5
Those employees deemed as higher risk i.e. underlying health	Employees, contractors, visitors, members of the public, family members	Can the person undertake their normal duties by working at home, if not they should contact their manager who will liaise with HR regarding any specific reasonable adjustments that may be available.	1	5	5		1	3	3

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conditions, age, pregnancy, etc.	Contracting Coronavirus	Those who are at a higher risk and have been prescribed medication should, where possible, carry their prescribed medication with them at all times.				Permission sought by relevant staff and Medication information to be shared with staff as appropriate in the event of an emergency.			
PPE	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Employees will have been issued with appropriate PPE as identified in your general activity Risk Assessment and Safe Systems of Work</p> <p>It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</p> <ul style="list-style-type: none"> • Robust hand hygiene. • Do not touch your eyes, nose or mouth if your hands are not clean. • Good respiratory hygiene. • Environmental control (e.g., cleaning of frequently touched surfaces). • Management of patients and service users. • Information. • Training. 	1	5	5	<p>Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Most PPE is provided on a personal basis, but may be shared by employees, for example where it is only required for limited periods. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.</p> <p>Single use PPE should be disposed of so that it cannot be used again.</p> <p>Encourage increased natural ventilation in enclosed spaces by opening windows.</p> <p>The current Government guidance regarding the type of Respiratory Protective Equipment (RPE) for protection against coronavirus identified in the Table 1 below.</p> <p>Staff must be clean shaved when wearing tight fitting RPE. Staff who are not clean shaven should wear an air fed respirator</p>	1	5	5

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		<p>Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), how to fit surgical masks, store, dispose of as well as any limitations of the PPE;</p> <p>NB: PPE may have lead in timescales therefore requirements must be identified asap with BCM co-ordinators to ensure and maintain sufficient supply.</p>				<p>which is periodically serviced as per manufacturers guidance.</p> <p>Discarded gloves RPE must be disposed of in rubbish bags. These bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p> <p>Staff who have been identified as needing PPE must use it in accordance with information, instruction and training</p>			
Handling cash.	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and handrails etc.</p> <p>Contactless or card payments should take preference over cash whenever possible.</p> <p>Whenever possible wear gloves when handling cash.</p>	1	5	5	<p>Do not touch your face whilst wearing gloves.</p> <p>Always thoroughly wash your hand after removing gloves.</p> <p>Ensure you follow the guidance for removing gloves identified on the Removing Disposable Gloves Poster.</p>			

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		Regularly visually check gloves to ensure they are not developing holes/splits.							
Substances Hazardous to Health which could include hand sanitisers and cleaning products	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>When purchasing/using substances a hierarchy of control is implemented which considers;</p> <ul style="list-style-type: none"> • Elimination • Substitution • Engineering Controls • Administrative Controls • Personal Protective Equipment <p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat drink or smoke whilst using substances.</p> <p>Employees must inform their manager of any health condition</p>	1	3	3	COSHH information shared with staff and held on file for sanitiser & Cleaning products	1	1	1

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		<p>which they consider may be being caused or made worse by their work.</p> <p>Do not spray or dust in the direction of people or animals.</p> <p>Do not mix chemicals.</p> <p>Where RPE is identified in the COSHH assessment staff must complete face fitting training on the masks issued.</p> <p>Face fit training refreshed at periods not exceeding 4 years.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in accordance with information, instruction and training.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p> <p>Within Council premises cleaning is undertaken by Cleaning Services.</p> <p>Staff to be instructed to refrain from bringing in their own cleaning products.</p>							

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Lack of Communication	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Ensure that staff receive specific premises information and instruction for any premises which they will potentially be working in.</p> <p>Ensure that staff receive information and instruction relevant to their job role captured in this risk assessment.</p> <p>Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of managers, employees and premises controllers.</p>	1	1	1	Specific documents shared with staff, all updates made in a timely manner and shared with staff. All staff to sign to acknowledge documents received, read and understood.	1	1	1

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Part 2 – Education & Childcare Settings (based on government guidance) [Gov.uk advice Coronavirus \(covid-19\) Implementing protective measures in education and childcare settings](#)

Inadequate Supervision Ratios and Premises management tasks	Employees, children/learners Contracting Coronavirus	<p>Calculated staff ratios to meet the needs of the schools/Childcare service. (prioritising Points 4-8; consider staff taking on other roles)</p> <p>1.How many staff do you have available to work in school/Service?</p> <p>2.How many teachers/workers do you have available to work in school?</p> <p>3.How many support staff including teaching assistants do you have available for work in school?</p> <p>4.Do you have a head or deputy available for work in school? Manager for Childcare setting?</p> <p>5.Do you have at least one person with paediatric first aid training available for work in school/Childcare setting?</p> <p>6.Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school?</p>	1	3	3	Tasks and timetable to be reviewed daily, staff to be redeployed as appropriate to meet service need.	1	3	3
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		<p>7. Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role?</p> <p>8. Do you have a caretaker and/or cleaning staff, and if necessary at least one office staff member available during the school day?</p>							
Spread of Infection	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, lidded bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via songs and games.</p> <p>Provide lidded bins and empty contents at regular intervals</p>	1	5	5	<p>Social distancing encouraged, signage and verbal reinforcement by staff</p> <p>Hygiene included in re-opening plan timetable, All encouraged to promote.</p> <p>Bins removed from classrooms. All to use centralised bins.</p> <p>Increased cleaning arranging throughout time in school and enhanced end of day cleaning procedure. Cleaning essentials in each workspace.</p>	1	4	4

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		<p>Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there is no facilities nearby, hand sanitisers to be provided.</p> <p>Minimise contact and mixing of Pupils and staff groups as much as possible e.g. consider class sizes, rota systems, altering the environment layout, changing timetables, stagger start and finish times, stagger break times for staff, etc.</p> <p>Current government guidance suggests that Schools & other educational / childcare settings should not require staff, children or learners to wear face coverings or face masks. Unless proving intimate care or the child is displaying symptoms of covid-19 until collected. (Children / young people may not be able handle/wear them as directed, increasing risk of transmission)</p> <p>Additional control measures should be in place i.e. limiting mixing/contact of groups, 2 metres social distancing where possible,</p>				<p>Hand washing facilities and hand sanitiser available throughout building.</p> <p>Staggered student and staff entry times and clockwise rotation around building to minimise contact with others.</p> <p>PPE available for first aiders</p> <p>Basic PPE available for staff/students if they wish to wear a mask.</p> <p>Non-fire doors identified and wedged open.</p>			

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		<p>room layouts, one way systems, keep left in corridors and stairs, etc.</p> <p>Ventilation by opening windows and propping non-fire doors – Please note fire doors must not be propped, only by use of an approved closing device</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care until they are collected should follow PPE guidance including doffing and donning.</p>							
Early Years & Primary aged children – lack of understanding	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Early Years & Primary aged children cannot be expected to remain 2 metres apart from staff and other children.</p> <p>Monitor use of toilets – avoid over crowding</p> <p>Display the posters / signs which are suitable for reception, years 1 and 6. <u>e-bug Information & posters about Coronavirus</u></p>				n/a			

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Contact due to personal / intimate care	Employees, Children/Learners, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance				PPE Available. No students currently require personal care	1	1	1
Contact due to size of class or groups sizes	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Reduce contact between people as much as possible – only mix in small, consistent groups. Each small group to avoid contact with other people and groups. Where possible ensure same children and teaching/support staff are allocated to the same group each day – do not mix groups where possible Identify and allocate small class / group sizes considering; priority groups, supervision ratios, teacher/assistant shortages,	1	1	1	Class sizes currently 1 student, 1 teacher	1	1	1

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		<p>vulnerable children, space available in class rooms / learning spaces</p> <p>In addition to hygiene and cleaning measures as above risk of transmission will be reduced (Public Health England)</p>							
Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Refresh school timetable to minimise contact</p> <p>*content of lessons and learning activities which are suitable</p> <p>*Outdoor lessons where possible</p> <p>*Reduce movement around schools where possible</p> <p>*No assembly groups</p> <p>*Stagger break times / lunch times</p> <p>*Meeting, toilet and welfare arrangements for staff</p> <p>*Stagger drop off /pick up times – 1 parent/guardian only to minimise adult to adult contact and avoid gatherings at entrance points</p>	1	3	3	<p>Timetable to assist movement, hygiene protocols, comfort breaks, cleaning and social distancing</p> <p>Staff in radio contact and Clockwise system in place to aid movement around building.</p> <p>Separate entrance and exit.</p> <p>No visitors on site during school day.</p>	1	2	2

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		<p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>*No peripatetic workers to be allowed into school/premises</p> <p>*Increase remote education to reduce time of premises for older children</p> <p>Each small group should keep at least 2 metres apart however it may not be possible to avoid brief transitory contact e.g. in corridors</p> <p>All person / groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>							
Classroom layouts	Employees, children/learners, contractors, visitors, members of the public, family members	Where possible, ensure the same groups use the same class rooms areas each day – thorough cleaning at end of each day	1	1	1	Timetable in place. Cleaning arranged.	1	1	1

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
	Contracting Coronavirus	Maintain space between seats and desks, workshop areas, science labs. Remove unnecessary items from class rooms and learning areas to increase space for movement in the area.				Classrooms/premises areas to be used kept to minimal furniture and resources. Signage informing areas not to be used.			
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Remove soft toys and furnishing or items difficult to clean from class rooms / learning areas. Each child / learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook Reduce or avoid where possible use of shared; any shared resources must be cleaned and disinfected more frequently. Shared practical equipment must be cleaned thoroughly between uses from different groups. Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure	1	3	3	Each student issued own resources. All resources used to be disinfected by fog machine each evening. Bottled water available, water fountain out of use.	1	3	3

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		<p>area for 72 hours before being handled by school staff.</p> <p>No unnecessary items to be brought into schools from home e.g. book bags, toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>							
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	Reduce unnecessary travel on buses, coaches and public transport	1	5	5	Consideration given to peak time travel and timetabling of student/staff to minimise travelling during these times.	1	5	5
Contamination of outdoor play equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups.</p> <p>Multiple groups must not use outdoor play equipment simultaneously.</p>	1	5	5	<p>Outdoor play kept to a minimum.</p> <p>Staff to maintain social distancing in any outdoor play.</p> <p>Equipment to be cleaned after use.</p>	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs. Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc) , Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss cleaning regimes with cleaning team and contractors in preparation for opening.	1	1	1	All plans, RA's shared with staff, students, Trustees and families as appropriate. Walkthrough video produced and shared to inform of new procedures and expectations of staff and students. Signage throughout building.	1	1	1

To be completed by the Individual undertaking the risk assessment:

Name: Jackie Smith **Job Title:** School Business Manager

Signature: J Smith **Date:** 05/06/2020

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: DENISE TAYLOR

Job Title: PRINCIPAL

Signature: 

Date: 12/06/2020

Shared with staff by: Denise Taylor

Date: 12/06/2020