



RISK ASSESSMENT FORM

Assessors name: Andrew Hook	Date of Assessment: 12/04/2021	Activity/Task: Full school return considering Covid-19 and the impact of all variants of the virus
Directorate: Education	Service: Schools Group:	Headteacher: Andrew Hook

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person.	<p>SLT to check latest Government guidance on a daily basis.</p> <p>National vaccine programme being rolled out for staff.</p> <p>All staff reminded of the importance of maintaining distance from pupils and other adults at all times even within the bubble they are in.</p> <p>All new staff must sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p> <p>Staff should only travel in a small vehicle with another member of staff if there is no alternative. Staff should wear a face covering, windows should be open.</p>	<p>Likelihood: 5</p> <p>Consequence:5</p> <p>Risk Level: 25</p>	<p>All staff have been provided with a full face visor. Face masks are available to be worn. Staff are allowed to wear their own mask if preferred.</p>			

Shortage of staff	Pupils & Staff	<p>If supply staff are used, the Trust covid induction protocol for supply staff must be followed.</p> <p>Staff may only transfer from one bubble to another as a 'one off' transfer only if absolutely necessary.</p> <p>Consider the health risks of anyone in the bubble or their households who have any underlying health conditions, which put them at especially at risk.</p> <p>If the staff member tests positive for Covid-19 within 48 hours of transferring then both bubbles would be required to isolate.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				
Virus entering premises	Staff, Pupils & Contractors and their families.	<p>Parents/Carers and staff issued with guidance on daily checks to undertake before attending school</p> <p>All adults must wear a face covering whilst on school grounds, unless they are exempt. The school will ensure they have face coverings available on reception.</p> <p>Visitors should not be permitted into school unless in an emergency. Professionals undertaking support through external agencies such as Social Care may visit as required.</p> <p>Staff to be self-responsible regarding their own health.</p> <p>Hand sanitiser to be used by all who enter the building.</p> <p>Where possible, summer term visits should remain virtual. Trust Central Staff, Trustees and all non school based LGB members should carry out a risk assessment prior to visiting schools if the visit cannot be done remotely. Where visits are taking place, LFD tests should be taken in advance of the visit.</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>				
Reception/ Office Area	Staff, Pupils, parents, contractors & visitors	<p>Communicate electronically rather than face to face</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				

		<p>immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>No parents allowed to enter reception area due to limited space – Receptionist to meet the parent outside the building</p> <p>Where possible late Pupils should be admitted into the school without parents/carers entering site.</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.packed lunch or PE kit) brought in by parents/carers can be left for pupil to collect.</p> <p>All non-school based staff are to be signed in on electronic system by the office staff.</p> <p>See also contractors section</p> <p>See also airborne transfer section</p>					
Arrival & Departure	Staff/Pupils/parents/carers	<p>Year groups to arrive/depart at designated gates at staggered set time.</p> <p>2m social distancing to be enforced for parents/carers and where possible, for pupils in year groups (markings on ground to show pupils where to stand and wait.)</p> <p>Only one parent/carer per family will be allowed on school site whilst dropping or collecting their child in Year 3 to Year 5, KS1and EYFS. Children in Year 6 will be expected to enter the school site without their parent/carer.</p> <p>The parent/carer must leave the site immediately following their child going into class.</p> <p>Staff to wear disposable gloves to open/close gate (if needed). Hands to be washed after glove disposal.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Hand sanitiser to be used when moving around the site, including at all push button gate controls.</p>			

KS1 & 2 Classrooms	Staff/Pupils	<p>Classroom staff are to wear visors when teaching at the front of the classroom. If moving around the classroom or working closely with a pupil, a mask/face covering must also be worn.</p> <p>Year 2 to Year 6 classes are set up with all pupil desks facing the front. Two children sit at each desk facing the front. Teachers should avoid rows of desks to enable just two children to sit next to each other wherever possible.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Cromebooks and laptops are used by a bubble, cleaned with an antibac wipe before being used by the next bubble on the next day.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>If marking is required where possible encourage independent marking by pupils. Where staff do mark, they should use PPE and sanitise hands in between books. Physical peer marking must not take place.</p> <p>Pupils are only allowed to bring in packed lunches & PE kits.</p>	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20</p>	<p>All EYF and Year 1 classes have adopted a group approach to setting up of tables.</p>			

		<p>Reading books used by pupils must be placed in quarantine for 48 hours before being returned for use by another pupil. (e.g. put books into a box and store securely for 48 hours).</p> <p>Classroom staff are responsible for wiping high use areas throughout the day.</p> <p>Classroom and lunchtime protocols must be followed at all times, including use of toilet facilities. Formal plans shared with staff</p> <p>Pupils are NOT permitted to move around the school without adult supervision unless using the toilet during learning time.</p> <p>Children's phones should be stored in a separate, named zipped wallet in the main office. A member of staff will hold open the plastic wallet and the child should place the phone in the wallet, at the end of the day the staff member will hold open the wallet and the child will collect their phone.</p>		Cleaner/janitor cleaning of all high use areas during the school day 10am to 3pm			
Early Years (Nursery, Reception, Year 1, Year 2)	Staff/Pupils	Equipment is capable of being quickly disinfected all fabrics have been removed, or daily sanitised with Dettol All in One disinfectant Spray (SDS to be	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20</p>	Premises manager disinfects whole nursery including resources using sanitizing demister at end of morning and afternoon sessions to reduce chance of infection spread.	<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk level: 12</p>		

		<p>followed and COSHH risk assessment to be in place) and recorded to evidence this has taken place.</p> <p>Disinfection of all surfaces & equipment is undertaken during the daily cleansing regime.</p> <p>All EYFS staff have been provided with a face visor that SHOULD be worn throughout the day.</p> <p>Hands must be washed immediately after contact with a child. Staff are encourage to apply moisturiser to hands.</p> <p>Outdoor play to be encouraged.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p> <p>Sand play – general Pupils to wash hands before and immediately after sand play Tools should be disinfected between group use. Sand should be replaced as per manufacturers' instructions.</p> <p>Outdoor Sand play pits – Need to be located so they are exposed to sunlight (UV light disinfection) Sand should be raked on a daily basis. The outer surround and frame should be disinfected at least twice per day. Sand should be disinfected on a weekly basis. See guidance on disinfecting sand pits.</p> <p>Indoor sand trays Group sand trays not to be used indoors. Individual sensory sand trays can continue to be used indoors.</p> <p>Playdough – If playdough is being used it should be issued individually and not shared.</p>					
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Transmission between groups	Everyone	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use.</p> <p>Teachers will remain with their class where possible, with PPA cover being allocated to specific year groups to ensure that they remain with a bubble</p> <p>Lunches to be eaten in the classroom to avoid contact with other classes where possible.</p> <p>Classroom tables to be thoroughly cleaned after lunches have been eaten.</p> <p>Playground to be sectioned for each year group or bubble</p> <p>Anti-bac wipes to be restocked daily in the staff room and any other communal area Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe. No assemblies or gatherings of more than one bubble at any time</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>				

Transmission between pupils through shared use of musical instruments or singing	Pupils, staff	<p>Music classes and singing should only take place in a well-ventilated room or outdoors.</p> <p>Music, dance and drama lessons should be planned following government guidance and a local risk assessment carried out for the activity.</p> <p>Limit group activity to an absolute minimum.</p> <p>Background music should be kept to a minimum to ensure voices do not need to be raised.</p> <p>Singers should be spaced apart by 2m in all directions.</p> <p>Indoor music lessons should limit the number of children participating to a maximum of ten and use a large room with high ceilings.</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>				
Transmission between staff in the communal areas	Staff Transmission of Covid19	<p>Staggered break and lunch times where possible help to ensure staff have adequate space for lunch and breaks.</p> <p>Staffroom will be restricted in number allowed and this should be displayed.</p> <p>Seating should be removed to ensure the 2m distance is adhered to at all times</p> <p>Markings on the floor should indicate where the seat MUST be placed.</p> <p>Ventilation MUST be adequate with windows, external doors (if in place) that open or mechanical ventilation</p> <p>Soft furnishings MUST be disinfected with Dettol All in One disinfectant Spray (SDS to be followed and COSHH risk assessment to be in place) after each session, break or lunchtime if used by multiple bubbles during the day or daily if used by only one bubble. This should be completed by the staff in the individual bubbles following use.</p> <p>Photocopiers and other shared devices to have sanitiser dispensers in close proximity to be used prior and following use of the copier. Staff should sanitise their hands before and after use.</p> <p>All IT equipment should not be sprayed or wiped with antibac wipes at any point as it will void the insurance.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				

Staff /Pupil Competence in avoiding infection transmission	Anyone in building Positive cases of Covid19 in school	Staff to receive refresher briefing and recomplete hand washing e-learning; Pupils to receive briefing and watch handwashing e-learning.	Likelihood: 4 Consequence:5 Risk Level: 20				
Competence of staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in the section above, staff to re-complete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning • Putting on and taking off PPE e-learning • Competence quiz Staff to achieve 80% pass rate in the quiz to undertake work using PPE. One resit is allowed before all training must be repeated. Any staff who administer personal care to a pupil must don full PPE, including mask, gloves and apron. This should be donned and doffed following the PHE guidance. If your PPE is disposable and has not been contaminated with COVID-19, then you should double bag it and put it into general waste after you've used it.	Likelihood: 4 Consequence: 5 Risk Level: 20				
Play/Sport/Exercise	Staff/Pupils Transmission of Covid19 through lack of social distancing	Social distancing must be maintained during all play/sport/exercise sessions. Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area. As per government guidance , any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session. Staff must remain at least a 2m distance from pupils.	Likelihood: 4 Consequence:4 Risk Level: 16	PE staff to carry out individual risk assessment for lessons if indoors and for indoor competitions against other schools. All guidance updates must be addressed immediately and the risk assessment updated	Likelihood: 4 Consequence: 4 Risk Level: 16		
Lunch	Staff/Pupils/ Catering Staff	Pupils to wash hands before eating. Lunches to be staggered to include inside/outside time Catering to provide hot or cold service to classroom in disposable packaging Lunch to be eaten in classroom or outside if weather is suitable	Likelihood: 4 Consequence: 4 Risk Level: 16	EYFS and Year 1 hot dinners served in large hall staggered. Packed lunches in class. Ensure Well-	Likelihood: 4 Consequence: 4 Risk Level: 16		

		Pupils with allergies to be considered including menu options. Advice to be given to parents/carers on allergies		ventilated and separate times.			
Emergency evacuation	Staff/Pupils/contractors	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. PEEPS have been reviewed and amended accordingly.	Likelihood: 4 Consequence:4 Risk Level: 16				
First Aid & administration of medicines	Staff/Pupils	Each bubble will have a designated first aid area identified by signage. Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If the person is displaying Covid19 symptoms, the first aider must wear a surgical face mask, an apron, and gloves. All PPE following the first aid should be disposed of by double bagging and putting in the bin provided. PPE must be readily available to all staff administering first aid, this should be easily accessible to all staff without questions. All current First Aiders have read and signed to say they have read and understood the addendum to the First Aid policy. All newly qualified first aiders MUST do the same. If PPE is disposable and has not been contaminated with COVID-19, it should double bagged and put into general waste.	Likelihood: 4 Consequence:4 Risk Level: 16				
Pupils Behaviour	Anyone in building Social distance not adhered to by pupils toward staff	Behaviour Policy addendum has been updated to evidence the expectations and consequences of behaviour considering high risk to other pupils and staff Any pupils with known patterns of misbehaviour which involve not following instructions should have an individual risk assessment carried out which is shared and discussed with them and their parent/carer to ensure full understanding of the new protocols for safe behaviours in school.	Likelihood: 4 Consequence:4 Risk Level: 16				

		Positive Handling should be only used in an emergency to prevent harm to a person or persons. In the event, a side to side two person restraint should be used rather than face to face with the pupil In the event of a pupil deliberately coughing or spitting on a member of staff a test will be facilitated via NHS if requested.					
Internal movement around the school	Staff/pupils/ Contractors Potential transmission of Covid19	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. Where two-way cannot be avoided or segregated, then measure must be implemented to control the flow. Where a corridor is less than 2m wide at its narrowest point this should be one way only. Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet). Class Group members to walk at 2m distancing. Bubbles only to move around the school under supervision of their teacher or LSA Classes will be allocated a time to move around the school, avoiding other bubbles. No messages to be taken around the school by pupils All messages from the office will be via email or telephone , staff are responsible for checking their emails daily.	Likelihood: 4 Consequence: 4 Risk Level: 16				
Surface transfer	Staff, Pupils & Contractors Potential transmission of Covid19	Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. Method statements to be used for each item of equipment. This includes: <ul style="list-style-type: none"> • Product to be used • Method of application including dwell time • Cleaning order • Disposal of product • PPE 	Likelihood: 4 Consequence:4 Risk Level:16	Janitor/cleaner cleans all high use areas including toilets between 10am and 3pm			
Contractors working on site (including	Staff, pupils & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.	Likelihood: 3 Consequence:4				

Catering provider, Cleaning companies, building and maintenance contractors)	Potential transmission of Covid19	<p>Contractors to work out of school hours where possible. These areas should be cleaned thoroughly following the completion of the work. Cleaners will start after all pupils have left the building.</p> <p>Contractors not to work in classrooms when occupied by bubble Contractors to provide the school with their risk assessment in relation to Covid19, these will be checked by the Site Manager.</p> <p>Contractors MUST wear a mask as a minimum whilst in the school.</p> <p>Updated versions of risk assessments to be requested for all regular contractors.</p>	Risk Level: 12				
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE Don & remove PPE in specified order After use, double bag disposal PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements Re-usable PPE (eg rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of process</p>	<p>Likelihood: 4 Consequence: 5 Risk Level: 20</p>				
Toilets	Staff/pupils/Contractors Potential transmission of Covid19	<p>Where practicable bubbles to be allocated a set of toilets for their sole use. In shared toilets consider allocating particular cubicles and basins to certain year groups. Allocate staggered timings wherever possible and control access to ensure distancing between groups.</p> <p>All hand-dryers to be disabled and liquid anti-bacterial soap and paper towels to be used.</p> <p>Everyone to wash hands upon return to classroom.</p> <p>Increased cleaning throughout the day with regular checks on supplies of soap and hand towels. Site team to document cleaning schedule</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>				
Hand to mucous membrane	Staff, Pupils & Contractors	Regular hand washing - in particular: On arrival/before leaving;	Likelihood: 4				

transfer (eyes, nose, mouth)	Potential transmission of Covid19	Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet Additional hand sanitizer around the school	Consequence: 4 Risk Level: 16				
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School Potential transmission of Covid19	If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change in their normal sense of taste or smell) then they should go home and follow the Government guidance for NHS test and trace . Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area that is well ventilated identified for this use and then escorted out of the building to their parent/carer by a member of staff in full PPE. Parents will be encouraged to arrange a covid test for their child. If an adult presents with Covid19 symptoms they should take a LFD test. If the result is positive they should self-isolate and arrange to take a PCR test within 48 hours. If the PCR test is negative, this overrides the LFD result and the pupil or staff member may return to school.	Likelihood:4 Consequence:4 Risk Level:16				
Confirmed case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School Potential transmission of Covid19	The parent/carer or staff member must notify the school immediately following a positive PCR test and the Headteacher/Head of School will liaise with the local public health team. The staff member or pupil will self-isolate for 10 days and the bubble will close	Likelihood:4 Consequence:4 Risk Level:16				
Those with specified health conditions	Staff/Pupils	Those with specified medical conditions which make them more vulnerable to Covid-19 should follow government advice. Individual risk assessments will be carried out and appropriate controls introduced.	Likelihood: 4 Consequence: 4 Risk Level: 16				

		<p>Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.</p> <p>Pregnancy risk assessments are reviewed in each trimester and must be robust. Government guidance on pregnancy during Covid-19 must be followed</p>					
Communal areas e.g. halls, staff areas, reprographics	Staff/Pupils/Visitors	<p>Minimise the use of communal areas</p> <p>Separate risk assessment/protocol to be carried out for these areas covering how the transmission risk will be managed and ventilation maximized. Face coverings are to be worn by adults in communal areas if other adults could be/or are present. Protocols should be displayed for use of area.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	Small hall, art room area and demountable used for communal use at break and lunch with displayed protocols for occupation.			
Lettings on school grounds and the spread of virus	Staff/students/hirers and general public	<p>12th April indoor lettings for children's activities and sports</p> <p>17th May 2021 indoor lettings for adult sports</p> <p>Separate risk assessment to be carried out by the school covering how the transmission risk will be managed and ventilation maximized. The risk assessment provided by hirers must reflect the expected standard of the sporting body.</p> <p>Hirers to provide the school with their risk assessment in relation to Covid19, these will be checked by the Site Manager and monitored by the Trust.</p> <p>All adults to wear a face mask as a minimum whilst indoors on school premises, unless exempt.</p> <p>All areas to be cleaned following use.</p> <p>Any positive cases of Covid 19 should be immediately reported to the school.</p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>				
The use of volunteers and the spread of virus	Staff/Pupils/Volunteers	<p>The use of volunteers should be restricted to essential needs. They should stay with the group they have been allocated. A health check should be completed for the volunteer.</p> <p>Volunteers should complete the same training as staff</p> <p>Volunteers must remain at a 2 metre social distance and activities should be modified eg both child and volunteer to have a copy of the same book to read</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				
Educational Visits	Staff/Pupils/Volunteers/	Daily educational visits may take place, a robust risk assessment must be carried out.	Likelihood: 4				

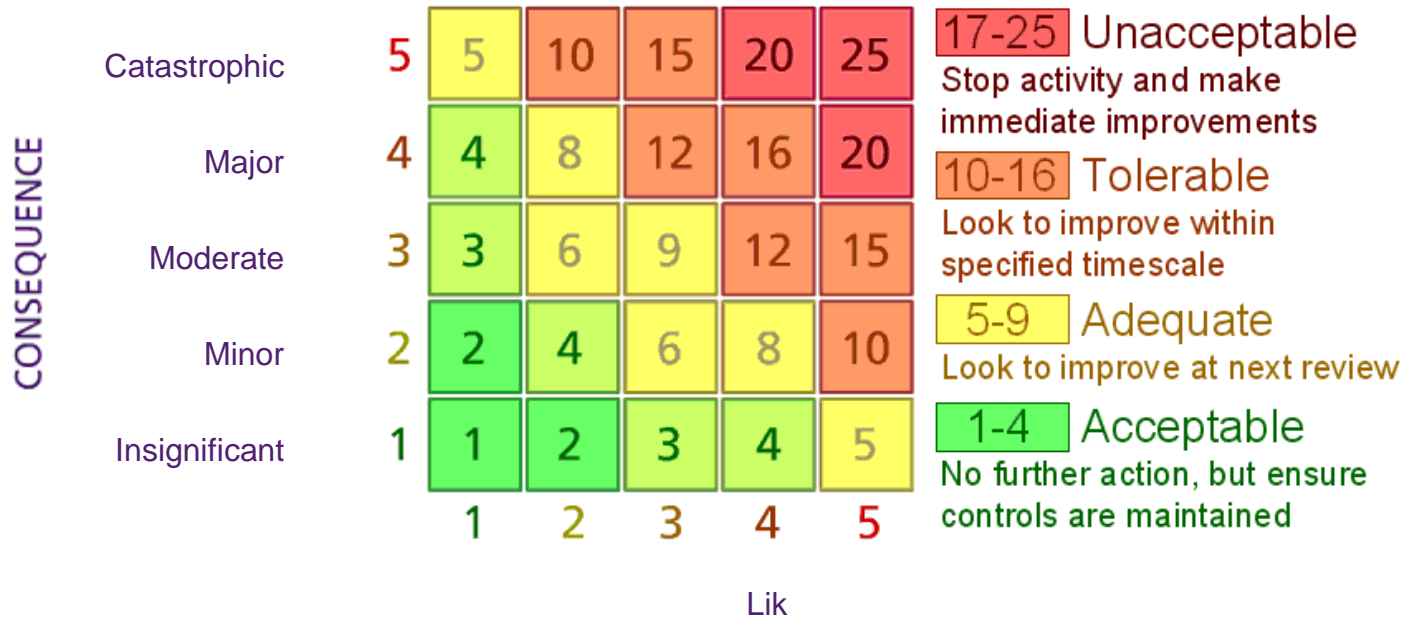
	Members of the Public		Consequence:5 Risk Level: 20				
Airborne Transmission through use of poorly ventilated rooms	Staff, pupils, Trust staff, visitors to school Through lack of adherence to the risk assessment	Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating Fire exit doors can only be left open where it does not excessively compromise security Internal rooms without access to fresh air or mechanical ventilation should not be used by more than one person.	Likelihood: 4 Consequence: 4 Risk Level: 16				
Drinking water	Pupils Potential transmission of Covid-19	Water fountains to be closed and water supply turned off in ALL schools Site Manager to check and review the correct signage is present at all water sources. Pupils to fill own water bottles from classroom supply where this water is identified as drinking water, pupils should be reminded not to touch the top of their bottle to the tap. Anti-bac wipes to be available at sink area Water jugs to be supplied for classes where drinking water is unavailable	Likelihood: 4 Consequence:5 Risk Level: 20				
Access to remote learning	Staff /pupils	All classroom based staff are trained in delivering lessons via the various platforms used by the school. Devices have been provided for home use by pupils and staff where required.	Likelihood: 3 Consequence:4 Risk Level: 12				
After School Clubs	Staff /pupils	A risk assessment will need to be completed for each club identifying the relevant hazards and implementing suitable control measures.					
Social events on school grounds	Staff/ visitors	Schools will not organise group events for staff on site or at a venue until government guidelines change and an updated risk assessment is provided. For the	Likelihood: 5 Consequence:5				

		foreseeable future the drinking of alcohol on site during a social event, is also not permitted.	Risk Level: 25				
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Review date:	Date communicated to Headteachers:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.



LIKELIHOOD