

Assessors name: Andrew Hook (Interim Headteacher)	Date of Assessment: 8/01/2021 – 09/01/2021	Activity/Task: Covid-19 cases rising exponentially in the UK. School response during National Lockdown. Change in Government Guidance
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
Failure to advise new starters of the updated policy and guidance relating to COVID19	Pupils/Staff/Visitors Poor communication of documents, guidance and instructions, people not adhering to the guidance provided resulting in contagion	All staff, including new starters, to ensure they have read, understood and marked as read key guidance from DfE, school/trust policies and risk assessments on Every, including Prevention & infection control training, Use of PPE, pupil wellbeing training, Donning and Doffing training through oneSource and provide a certificate to the Support Manager/Deputy Head/CPD Lead and recovery curriculum resources. New starters, must refer any queries about what they have read in policies and the guidance to ensure they have completely understood the expectations to a member of SLT.	Likelihood:3 Consequence: 4 Risk Level: 12	All staff must read all updates to the risk assessment and policy in light of further restrictions being imposed. Where staff are unsure or require further reminders they MUST speak to a member of the leadership team.	Likelihood: 2 Consequence: 4 Risk Level: 8		
Airborne Transmission through use of	Staff, pupils, Trust staff,	It is important to ensure all rooms within the school are well ventilated and those that are not MUST NOT	Likelihood: 5	The following measures are NOT optional, they MUST be followed by all	Likelihood: 3		

<p>poorly ventilated rooms</p>	<p>visitors to school Through lack of adherence to the risk assessment</p>	<p>be used by multiple occupants at any point. If mechanical ventilation systems (this is not air conditioning) is in place these should be adjusted to increase the ventilation rate wherever possible, it should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply Natural ventilation – opening windows (in cooler weather windows MUST be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air as long as they are not fire doors (primary or secondary escape route) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing for staff and pupils. (Dress code to be amended to 	<p>Consequence: 5 Risk Level: 25</p>	<p>staff to reduce the likelihood. PPA Suite, Sensory Room, Library, Pastoral/Nurture rooms and PE Halls can only be used if they are well ventilated either natural or mechanical. Under no circumstances should a room be used by staff and children if it does not meet the CIBSE ventilation guidance. Review all office spaces to ensure they meet the CIBSE ventilation guidance All staff MUST maintain a 2m distancing rule in the classroom, it is recommended that all staff MUST wear a face shield in the classroom and corridor at all times as a minimum. In corridors staff MUST wear a mask and face shield. If staff are working in close proximity with pupils they should wear a face mask or face shield and stand to the side of the child rather than face to face. Staff MUST be split into separate teams to avoid a single point of failure and to</p>	<p>Consequence: 5 Risk Level: 15</p>		
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		<p>ensure all staff are able to dress suitably for the temperature of the classroom.)</p> <ul style="list-style-type: none"> rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		<p>avoid a whole team potentially being infected.</p> <p>All offices MUST have an external window and/or mechanical ventilation unless used by only one person throughout the pandemic. This person should be the only person using this room.</p> <p>NO conversations face to face in any office and corridor</p>			
<p>Bacteria building up in water systems that are not in frequent use across the school building</p>	<p>Pupil,staff Legionella risk,</p>	<p>Weekly flushing of all areas that are not currently being used MUST be maintained and logged on EVERY as evidence of the task being carried out.</p>	<p>Likelihood: 3 Consequence: 3 Risk Level: 9</p>	<p>Trust to continue to monitor EVERY for compliance.</p>			
<p>Increased exposure to Covid-19 due to additional adults in school including: External agencies supporting HI/VI, SEND, Vulnerable children</p>	<p>Staff, pupils, external support agencies Through airborne transmission</p>	<p>Provide a well-ventilated space that considers the number of people that will be using the space for the duration of the support visit. (oneSource identified 26.34m sq was adequate for only four people in a room with one window and mechanical ventilation.) For meetings with those that are hearing impaired, or those that require sign language to be used where a mask would inhibit access to what is being said, at least 2m distance MUST be adhered to and numbers attending the meeting MUST be kept to an absolute</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Reduce the number of visits wherever possible, moving support sessions to a remote platform.</p> <p>In an emergency where a meeting is required a face mask or face shield should be worn and at least a 2m distance adhered to at all times in a well-ventilated room, considering the size of the room and the number of people – see oneSource guidance in existing controls.</p>			

		<p>minimum with remote attendance wherever possible</p> <p>All resources used such as for Play Therapy MUST be cleaned following each session. The risk assessment of the professional MUST be shared with the school prior to the sessions taking place.</p>		<p>Trust Central Staff, Trustees and all non school based LGB members should NOT visit the school unless the Headteacher has carried out a risk assessment and it is deemed urgent for the visit to go ahead and the same outcome could not be reached by using TEAMS.</p> <p>Please refer to the Trust protocols with regards to number to admit to bubbles in school which at present is 15 children per classroom.</p>			
Exposure to COVID-19	<p>Anyone exposed to the virus or an infected person.</p> <p>They may contract Covid-19 – with associated range of health outcomes</p>	<p>Head to check and implement latest Government guidance regularly including changes to the tier relevant to their school and community.</p> <p>Risk assessment in place and applied rigorously and amended as required regarding social distancing and all Covid19 protocols in school EHT to ensure all Trust updates are provided swiftly to enable consistency of approach in the Trust.</p> <p>2 metre distance markers MUST be in place, PPE MUST be provided for staff, classrooms set up with desks facing the front, other than the Year 1 and Reception Classroom..</p>	<p>Likelihood: 5</p> <p>Consequence: 5</p> <p>Risk Level: 25</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. 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>Heads to review the bubble sizes and reduce the size where possible in line with the current guidance. Consider, where possible to split</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p> <p>Due to the increased transmission rate of the new covid-19 variant, the risk rating is currently too high for whole class teaching so actions will need to be taken to</p>		

		<p>Site Manager to ensure the markings are maintained. Face shields have been supplied for every member of staff. Parent/Carers and staff will be instructed to remain 2 metre distance from any other adults. Concerns or celebrations that need to be discussed with parent/carers will be held via the telephone or email.</p>		<p>classes between the teacher and the LSA to reduce number of pupils in a class. Following the Trust Attendance Protocols class bubbles should be a maximum of 15 pupils. These are set criteria and MUST be adhered to at all times. Staff MUST NOT have direct close contact - face to face contact with any individual for any length of time, within 1 metre, or unprotected physical contact (skin-to-skin) As identified by Public Health England close contact includes passing conversation in a corridor, these MUST NOT happen. All interactions outside of your bubble MUST be via telephone, radio or email.</p> <p>Staff MUST NOT have proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with any individual</p> <p>Staff MUST NOT travel to work in a small vehicle, like a car, with any other person.</p> <p>Face shields should be reviewed to ensure they are</p>	<p>reduce this risk. If the size of bubbles reduce this will reduce the likelihood.</p>		
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				<p>still fit for purpose and those that are not MUST be replaced. Surgical masks to be provided for all staff for constant use and particularly to use when 2m distance cannot be adhered to. Staff are permitted to choose to wear their own mask if preferred.</p> <p>Taking into account the business needs of the school staff SHOULD be able to work from home wherever possible. The Headteacher SHOULD divide the teams during the National Lockdown restrictions where school is only open to critical worker children and those deemed to be vulnerable. At NO point should all staff be on the school site during this period.</p>			
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<p>Staff /Pupil Competence in avoiding infection transmission</p>	<p>Anyone in building</p> <p>Positive cases of Covid19 in school</p>	<p>All staff have completed hand washing e-learning; Additional signage of the expectations for hand hygiene and additional hand sanitizer dispensers have been allocated around the school.</p> <p>Expectations of when to wash hands (Or use hand sanitizer), include on entry to school, before and after using the toilet, before eating and after any break time. Limited sharing of resources, particularly in KS2 classrooms, where they are shared children to wash their hands(Or use hand sanitizer)</p> <p>All staff have been informed that they MUST use their fob to sign in and out of the building and at all access points. Office staff MUST log any visitors to the school using the inventory console on their computer rather than the individual using the screen to log in.</p> <p>Anti-bac wipes are placed by classroom doors so that the door handle can be wiped after use. Children are not permitted to move around the school without adult supervision.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>All new staff to complete hand washing e-learning</p> <p>All pupils MUST receive a half termly reminder of the briefing and watch handwashing e-learning. Headteachers to monitor compliance of staff reading and signing the policies on EVERY.</p> <p>Hand Santiser dispensers MUST be placed close to high use areas around the school, particularly near key pads and staff communal areas. If these are not in place for January 2021 then an urgent order MUST be raised to adhere to the risk assessment and wipes MUST be placed near these areas until the dispensers arrive. In the event of close proximity contact, such as during support of children with significant SEND needs that may involve increased risk of bodily fluids being transferred all staff involved MUST wear full PPE, change their clothing at the start and end of the day and take the work clothing home in a bag to be washed daily or wear the overalls</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>		
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				<p>purchased. The school is responsible for ensuring that staff supporting these children have access to suitable 'uniform' that enables this action to take place. All children involved MUST have an individual risk assessment that highlights the risk of behaviour and add in the action regarding the clothing and expectations of staff.</p>			
Shortage of staff	<p>Pupils & Staff</p> <p>Staff waiting for Covid19 test results</p>	<p>NEU advice: Sections 44 and 100 Employment Rights Act 1996</p> <p>Under s44, individual employees have the right not to be subjected to detriment if they refuse to attend/leave work due to their reasonable health and safety concerns. Under s100, an employee's dismissal for refusing to</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>NEU advice: Sections 44 and 100 Employment Rights Act 1996 If further steps are taken to reduce the risk, these should be communicated to the employee. However, given the concerns are likely to relate to issues surrounding</p>	<p>Likelihood:</p> <p>Consequence: 4</p> <p>Risk Level:</p>		

		<p>attend/leave work due to their reasonable health and safety concerns is automatically unfair. These provisions are particularly pertinent amid concerns about the new covid-19 variant.</p> <p>While there is no precedent on the application of this legislation during the pandemic, a broad interpretation would likely be applied, and the legislation would apply to covid-19, which may lead to a shortage of staff.</p> <p>Staff isolating following contact from NHS test and trace MUST follow the expectations laid out in the Trust Remote Working Policy. The guidance (section 5) from the DfE sets out the time expectations for learning.</p> <p>Schools will ensure a timetable of learning is in place for all classes who are remote learning.</p> <p>When teachers are isolating the class may be supervised by another adult, such as an LSA or HLTA during this time.</p> <p>Staff who are unwell with Covid19 symptoms should follow the government guidance</p> <p>All teaching/support staff have been trained in how to use the IT kit required to remote teach and the support of this process.</p> <p>All staff are aware that an individual risk assessment is available should they require it.</p>		<p>the transmission of the new covid-19 variant, it is unlikely that school leaders will be in a position to resolve these concerns.</p> <p>IMP has been invoked by the CEO, attendance protocols have been established limiting the number in each bubble and establishing staff teams to meet the various needs within the remote learning.</p> <p>The use of supply staff in our Trust will only be considered when staffing limits the operational ability of the school due to Clinically Extremely Vulnerable Staff being required to self-isolate due to Government guidance or pregnant staff in their third trimester.</p> <p>Schools MUST be aware that pregnant women are considered clinically vulnerable and can attend work. However, from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). Please see updated guidance.</p>			
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				<p>Pregnancy risk assessments must be reviewed in each trimester and MUST be robust.</p> <p>The following MUST be undertaken prior to any supply staff employment:</p> <ul style="list-style-type: none"> • Provide induction training with regards to the Covid-19 risk assessment • Ensure knowledge and understanding of the risk assessment and protocols including where their bubble can or cannot access in the school • Training in donning and doffing and all other training linked to the Covid-19 risk assessment. <p>Heads to meet weekly in the Covid Briefing where staffing will remain a standing item.</p>			
Virus entering premises	Staff, pupils & Contractors and their families.	Parents/ Carers & Staff to follow the government guidance regarding checking for Covid19 symptoms before attending work or bringing their child to school. Contractors asked health check questions on arrival.	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>	<p>Visitors should not be permitted into school unless in an emergency or to undertake support through external agencies such as Social Care.</p> <p>Contractors undertaking non health & safety work</p>			

		<p>Visual checks from staff on children as they arrive and throughout the day, anyone appearing unwell will be isolated and sent home immediately.</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>Volunteers programs to be temporarily suspended during the National Lockdown to limit the number of people from outside visiting the school site..</p>		<p>should undertake this work after the school day and the area to be thoroughly cleaned on completion.</p> <p>All meetings, including parent/carer meetings should be virtual rather than face to face until further notice.</p> <p>In the event of a parent/carer needing to pick up a child due to illness they MUST remain outside of the school building and the child will be taken to them by a member of staff in full PPE.</p> <p>NO parent/carer will be permitted to enter or wait in the office area for any reason, they MUST remain outside until their child is ready for collection.</p> <p>All parent/carers MUST wear a face covering whilst on school grounds, unless they are exempt.</p> <p>Trust Central Staff, Trustees and all non school based LGB members should NOT visit the school unless the Headteacher has carried out a risk assessment and it is deemed urgent for the visit to go ahead and the same outcome</p>			
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				<p>could not be reached by using TEAMS!</p> <p>All positive cases MUST be reported to oneSource via our agreed accident form, this MUST include all actions from the risk assessment that were in place to keep them safe. OneSource will decide if a RIDDOR assessment is required.</p>			
<p>Arrival & Departure of the whole school</p>	<p>Staff/pupils/parents/carers</p> <p>Social distancing not adhered to and Covid19 infection being transmitted.</p>	<p>SLT to maintain high expectations and to be visible to ensure the risk assessment is adhered to at all times.</p> <p>Zero tolerance of anyone breaking the guidance resulting in them being banned from school grounds</p> <p>Year groups to arrive/ depart at designated gates at staggered set time.</p> <p>Parent/Carers to be informed that they must leave their child with the teacher and not wait with them.</p> <p>Parent/Carer are reminded of the time to drop and collect their child.</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 KS1 and EYFS. Children in KS2 will</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>All parent/carers MUST wear a face covering whilst on school grounds, unless they are exempt.</p> <p>Entry/Exit key pads/ should have a hand sanitiser dispenser in close proximity.</p> <p>During the National Lockdown the school site is only opened to critical worker children and those deemed vulnerable, including AP. This will be reviewed in February 2021 on government announcements.</p>			

		<p>be expected to enter the school site without their parent/carer. The parent/carer must leave the site immediately following their child going into class. The parent/carer must adhere to the drop and collection time given for their child. No parent/carer will be permitted to enter the school reception area. Pupils must be handed-over in an order which will allow social distancing of staff Staff have the option to wear disposable gloves to open/close door Hands to be washed after glove disposal. Hand sanitiser to be used when moving around the school</p>					
Early Years	<p>Staff/Pupils</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>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 followed and COSHH risk assessment to be in place) and recorded to evidence this has taken place. Disinfection of all surfaces & equipment is undertaken during the daily cleansing regime. All EYFS staff have been provided with a face shield that SHOULD be worn throughout the day. Anti-bac wipes to be available at all times for spillages.</p> <p>Hands must be washed immediately after contact with a child.</p>	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20</p>	<p>All outdoor plastic equipment must be cleaned at least daily and documented when this is completed. Wooden equipment should be sprayed with disinfectant between use and documented when this is complete. 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>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>		

		<p>Outdoor play to be encouraged. Nursery will be cleaned twice daily.</p> <p>Play equipment MUST be cleaned at least weekly and wiped down daily with antibacterial wipes, this MUST be documented.</p> <p>Sand play equipment – WILL NOT BE USED until further guidance from the government.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p> <p>Any first aid or medical needs which does not allow for social distancing must be carried out with full PPE.(Gloves, apron, mask and face shield or goggles.)</p> <p>If the child is displaying Covid19 symptoms a surgical mask and face shield MUST be worn alongside gloves and an apron.</p> <p>Reception classes have access to toilets within the classroom Continuous stock of PPE available. Staff responsible for replenishing stock daily.</p> <p>Enhanced cleaning regime will be in place particularly focused on high use areas such as door handles, classroom staff MUST be responsible for wiping over the high use areas with the antibacterial wipes provided.</p> <p>Pupils MUST wash their hands on arrival to their class, before and after using the toilet, before and</p>		<p>School nurseries will be open in line with the whole school. Bubbles will NOT exceed 15 children and will follow the Trust Attendance Protocols.</p> <p>Nursery will be cleaned using the demisting disinfectant fogger (COSHH completed 08.01.2021) at 11.30am (at end of morning session) and at 3.45pm (at end of afternoon session). Additional PPE equipment will be provided for use</p>			
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		<p>after eating and following any outdoor play or PE.</p> <p>All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed in light of the government guidance</p>						
KS1, KS2,	<p>Staff/Pupils</p> <p>Expectations of the class protocols regarding limiting the potential of Covid19 being transmitted not adhered to.</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>Classes in all Year groups except Year 1 are set up with all pupil desks facing the front.</p> <p>One child sits at each desk facing the front.</p> <p>One metre walk way around the tables must be adhered to at all times</p> <p>Between the hours of 10am and 3pm an enhanced cleaning regime will be in place particularly focused on high use areas such as door handles. Classroom staff are responsible for wiping high use areas throughout the day.</p> <p>All furniture not in use have been removed from the classrooms.</p> <p>Strict rules for play/lunchtime with no interaction with other bubbles</p> <p>Formal plan has been shared with the MDA team to ensure they have clear protocols to follow.</p> <p>Staff are positioned at the front of the class and have a face shield if they chose to use it. They MUST avoid close face to face contact and minimise the time spent within one metre of any child.</p> <p>Staff MUST position themselves to the side of any desk closest to the front of the class to avoid any</p>	<p>Likelihood: 5</p> <p>Consequence: 5</p> <p>Risk Level: 25</p>	<p>Equipment brought into school by pupils MUST be kept to a limit and only equipment that is needed, such as PE kit and lunchbox should be taken into school</p> <p>In primary settings children's mobile 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> <p>During the National Lockdown the school site is only opened to critical worker children and those deemed vulnerable, including AP. This will be reviewed in February 2021 on government announcements.</p>				

		<p>transmission of droplets from a sneeze, a cough or accidental spitting reaching the inside of their face shield.</p> <p>Children MUST be supported to maintain distance and NOT touch staff or their peers where possible. Two staff member per group, this may be more if the SEND is high in the class) (LSAs may be asked to supervise whilst a teacher remotes into the classroom)</p> <p>Windows MUST be opened to maximise ventilation.</p> <p>Resources can be shared within the bubble but must be frequently cleaned following the government guidance. Each desk will have the child's personal resources on it and the drawer placed under their chair. Books must only be used in the bubble and MUST be quarantined on return for 48 hours before being used.</p> <p>Where possible staff MUST complete marking and feedback with the whole class rather than collecting books in. When responding to writing the children should leave their book open on their desk and the teacher will wear gloves to respond using the school marking code. Hand sanitiser MUST be used on completion of this task. Pupils must be escorted to the toilet and supervised washing their hands.</p>		<p>The risk assessment will be reviewed prior to the full return of the school.</p>			
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		<p>Pupils are NOT permitted to move around the school without adult supervision.</p> <p>All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed following the government guidance for full school return.</p> <p>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.</p> <p>Ipads or laptops used by a bubble, must be cleaned with an antibac wipe before being used by the next bubble.</p>					
Transmission between pupils through shared use of musical instruments or singing	Pupils, staff	<p>Music classes and singing MUST only take place in a well ventilated room.</p>	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20</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 MUST 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>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>		

				When planning this provision, consider taking the lesson outdoors. Indoor music lessons should limit the number of children participating to a maximum of ten and use a large room with high ceilings.			
Transmission between staff in the communal areas	Staff Transmission of Covid19	<p>Staggered break and lunch times to be reviewed to ensure staff have adequate space for lunch and breaks.</p> <p>Staffrooms will be restricted in number allowed. oneSource guidance MUST be used when identifying how many people can be in the room at any one point.</p> <p>(oneSource identified 26.34m sq was adequate for only four people in a room with one window and mechanical ventilation.) Main staffroom Year 1 and Year 2 – 8 people. Demountable Year 5 and 6 – 6 people. ART/DT room Year 3 and 4 – 4 people.</p> <p>Seating has been removed from use 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 as per the guidance 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</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Photocopiers and other shared devices to have santiser dispensers in close proximity to ensure that after each use hands are cleaned. The photocopier is cleaned using antibacterial wipes after each use. Do not clean touch screen pads using antibacterial wipes.</p> <p>To reduce infection transmission staff members to stagger times in staffrooms and restrict to 15 minutes at a time although they are able to return to staff room within their lunch hour.</p>			

		<p>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>Staff Meetings to continue to be held via TEAMS, recorded and minutes to be taken and shared where appropriate</p>					
Transmission between groups	<p>Everyone</p> <p>Transmission of Covid19</p>	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. 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. Classroom tables to be thoroughly cleaned after any lunches have been eaten.</p> <p>Playground to be sectioned for each year group or bubble</p> <p>Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe. Anti-bac wipes to be restocked daily in the staff room and any other communal area</p> <p>Staff MUST maintain the minimum of 2m social distancing from other adults in school.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All dinners to be eaten in the bubble classroom during the National Lockdown.</p> <p>All teams such as: administration, site, SLT, EWO, but not limited to, should be divided into teams to ensure the continued ability to run the school in the event of a positive case of Covid-19 in a team.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>		

		<p>Markings along corridors to show 2m distancing</p> <p>All IT kit to be thoroughly cleaned prior to the transfer to another bubble. Guidance for cleaning</p> <p>Posters advertising expectations to restrict the transmission of Covid19 as much as practically possible</p> <p>Daily reminders to all children and regular email reminders to staff about expectations of maintaining good hygiene and social distancing.</p>					
Play/Sport/Exercise	<p>Staff/Pupils</p> <p>Transmission of Covid19 through lack of social distancing</p>	<p>Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area.</p> <p>As per government guidance, any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>Equipment must be cleaned or rotated and left unused for 48 hours or 72 hours for plastics if used by different bubbles</p> <p>A face shield and mask is advised to be worn by staff during outdoor PE lessons due to the risk of droplets being transmitted due to shouting or due to breathlessness. As a minimum staff MUST remain at at least a 2m distance from pupils. All 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>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>The Trust has decided that all PE MUST continue to be taken outside weather permitting. Parent/Carers should be informed that their child will need suitable, safe clothing for outdoor PE. If the weather dictates that the lesson needs to move indoors, it must be a theory lesson only. The equipment MUST be cleaned at the end of the day.</p> <p>No team sports should be played until further notice as per Trust guidance.</p>			

Emergency evacuation	Staff/Pupils/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS have been reviewed and amended accordingly.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Schools MUST carry out evacuations as a matter of URGENCY during the National Lockdown and reallocate roles where required, ensuring that all staff are aware of the amended policy.</p> <p>All staff to read and sign to say they understand the changes to the Fire Policy.</p>			
First Aid & administration of medicines	Staff/Pupils	<p>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).</p> <p>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 MUST be disposed of by double bagging and putting in the bin provided.</p> <p>PPE MUST be readily available to all staff administering first aid, this should be easily accessible to all staff without questions.</p> <p>They SHOULD remain at least 2 metre distance and the room MUST be well ventilated.</p> <p>Temperature checks with non-contact thermometer will be carried out.</p> <p>If first aider needs to get closer to injured party to assess or treat they are to wear disposable aprons, gloves and disposable mask. They</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All newly qualified First Aiders MUST read and sign to say they have read and understood the addendum to the First Aid policy.</p> <p>On collection the parent/carer MUST wait outside the school building and the child will be taken out to them by a member of staff in full PPE.</p> <p>Donning and Doffing Training via oneSource to be completed by all staff who have not previously undertaken the training and renewed training to be completed by those who administer first aid.</p>			

		<p>MUST follow donning and doffing guidance.</p> <p>All current First Aiders have read and signed to say they have read and understood the addendum to the First Aid policy.</p> <p>Any staff who administer personal care to a pupil must don full PPE, including mask, gloves, apron and face shield. 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. Disabled toilet – Office and medical room.</p>						
Pupils Behaviour	<p>Anyone in building</p> <p>Social distance not adhered to by pupils toward staff</p>	<p>Review risk assessments that were carried out during lockdown relating to individual behaviour to ensure relevant arrangements or alternative approaches are agreed. Behaviour Policy addendum has been updated to evidence the expectations and consequences of behaviour considering high risk to other pupils and staff</p> <p>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.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>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</p> <p>In the event of a pupil deliberately coughing or spitting on a member of staff a test will be facilitated via NHS if requested.</p>				

Internal movement around the school	Staff/pupils/Contractors Potential transmission of Covid19	<p>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.</p> <p>Class Group members to walk at 2m distancing. Parent/Carer consultations will be held remotely via telephone or TEAMS. Bubbles only to move around the school under supervision of their teacher or LSA 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.</p> <p>Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet). No assemblies or gatherings of more than one bubble at any time</p> <p>The office will only take enquires via email or telephone, the exception to this will be parent/carers picking up a child due to illness when the child will be taken outside to the waiting parent.</p>	Likelihood: 4 Consequence: 4 Risk Level: 16	<p>All school community events will be suspended whilst the schools are in a National Lockdown, if the guidance changes this will be reviewed. Two way routes will be single direction only at any one time. Where a corridor is less than 2m wide at its narrowest point this should be one way only. Classes will be allocated a time to move around the school, avoiding other bubbles.</p> <p>No afterschool clubs will be held whilst the schools remain in National Lockdown if the guidance changes this will be reviewed.</p> <p>Staff MUST refrain from stopping to talk in corridors as this is judged to be face to face contact. All communication beyond the bubbles should be via phone, radio or email.</p>	Likelihood: 2 Consequence: 4 Risk Level: 8		
Drinking water	Pupils	Water fountains to be closed and water supply turned off in ALL schools	Likelihood: 1				

	Potential transmission of Covid-19	<p>Site Manager to check and review the correct signage is present at all water sources.</p> <p>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.</p> <p>Anti-bac wipes to be available at sink area Water jugs to be supplied for classes where drinking water is unavailable</p>	<p>Consequence: 4</p> <p>Risk Level: 4</p>				
Toilets	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Where practicable bubbles to be allocated a set of toilets for their sole use.</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>Children will be escorted to the toilet when external to the classroom. Increased cleaning throughout the day.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Site staff to timetable regular checks on supplies of soap and hand towels in all toilets.</p> <p>Site staff to timetable 2x daily cleaning of toilet door handles and high use areas in toilet areas. Staff to make site staff aware of cleaning or product needs in toilets across the school Staff to use the antibacterial wipes for the door handles when exiting the toilet</p>			
Hand to mucous membrane transfer (eyes, nose, mouth)	<p>Staff, Pupils & Contractors</p> <p>Potential transmission of Covid19</p>	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				

		<p>Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet</p> <p>Additional hand sanitizer around the school</p> <p>Bins emptied regularly throughout the day.</p> <p>First emptied after morning break, then after lunch and then after the school day has finished.</p>					
Surface transfer	<p>Staff, Pupils & Contractors</p> <p>Potential transmission of Covid19</p>	<p>Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p> <p>Use of disinfectants with ratio 1000 ppm available chlorine.</p> <p>Daily cleansing of high use areas undertaken</p> <p>Door handles to be cleaned regularly</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Dettol All in One disinfectant Spray (SDS to be followed and COSHH risk assessment to be in place) to be used for soft furnishings in staff communal areas</p>			
Contractors working on site (including Thurrock Catering, Cleaning companies, building and maintenance contractors)	<p>Staff, pupils & Contractors</p> <p>Potential transmission of Covid19</p>	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible. These areas MUST 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</p> <p>Contractors to provide the school with their risk assessment in relation</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Contractors MUST wear a mask as a minimum whilst in the school.</p> <p>Schools to request updated versions of a risk assessments for all regular contractors.</p>			

		<p>to Covid19, these will be checked by the Site Manager.</p> <p>Contractors to complete daily health questionnaire on arrival, if the contractor is in everyday then one health questionnaire can be completed each week, with the understanding that if symptoms occur then the contractor will inform the school. (This includes external cleaning companies too)</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p> <p>CT Services are a regular cleaning contractors, the RA has been shared with them.</p> <p>Continuous communications will be adhered to with CT Services as will Thurrock Catering</p>						
<p>Suspected case of COVID-19 in School</p>	<p>School Staff/Teachers/Parents/Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>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.</p> <p>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.</p>	<p>Likelihood:4</p> <p>Consequence: 4</p> <p>Risk Level:16</p>	<p>Isolation of the area where the person has been in contact and deep cleaning of the area</p> <p>In the event of a member of staff displaying symptoms their work station and all equipment MUST be isolated and cleaned and disinfected immediately. No staff member should touch any part of the area or equipment until this has taken place.</p>				

		<p>If an adult presents with Covid19 symptoms they MUST don a mask. If it's a pupil, the mask MUST be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>In the event of a suspected case of COVID-19 the Headteacher/Head of School should follow the updated flowchart which can be found in the Covid group on Teams</p>		<p>All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a 'polymerase chain reaction (PCR) test').</p> <p>Staff and pupils will be encouraged to use the local walk-in test centre as these provide rapid return of results.</p> <p>Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools guidance for handling any positive tests as a result of that programme.</p>			
A confirmed case of Covid19 in the school community	<p>Staff/ pupils/ and their families Contractors and visitors</p> <p>Covid19 being contracted</p>	<p>If a confirmed case of COVID-19 is declared to the school then the Headteachers/Heads of School should follow the updated flowchart which can be found in the Covid group on Teams</p> <p>School to liaise immediately with the Central Trust.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Headteacher to maintain a record of the positive cases across the school.</p> <p>School to take advice from Public Health and the Trust IMT with regards to actions of closing bubbles or the wider school community. Headteacher to complete an accident form and liaise with oneSource regarding this reporting.</p>			

<p>Containing an outbreak which closes the whole school following advice from the DfE or PHE</p>	<p>Staff/ pupils/ and their families Contractors and visitors</p> <p>Covid19 being contracted</p>	<p>Trust will invoke the Incident Management Plan and the Pandemic Incident Policy.</p> <p>School will establish a team to invoke the school SEMP, located in the Business Continuity Files on One Drive.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>In the event of a National Lockdown the IMP will be invoked by the Trust, guidance will then become directives allowing the Trust to make swift and decisive actions.</p>			
<p>Access to remote learning</p>	<p>Staff /pupils</p> <p>In the event of a local lockdown staff unable to deliver and pupils unable to access learning to ensure continued provision of education</p>	<p>The Head teacher works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all identified vulnerable or disadvantaged pupils</p> <p>The Head Teacher and SLT work with teaching staff to ensure a plan is in place to provide adequate learning material during a local lockdown</p> <p>CPD has taken place to ensure ALL staff are able to deliver daily lessons, interact with pupils and provide feedback to aid progression.</p> <p>Risk assessments for all pupils with an EHCP are in place</p> <p>Staff have access to IT kit that enables them to continue supporting learning.</p> <p>Additional chrome books have been purchased to enable remote learning.</p> <p>Google Classrooms continues to be maintained</p> <p>Acceptable Use Policies for both staff and pupils have been reviewed to take account of Covid-19 and remote learning/working.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>IT Consultant to develop a range of workshops for staff, pupils and parent/carers to enhance the skill set for supporting remote learning.</p> <p>Kickstart Scheme will identify suitable Communication Ambassadors to support remote learning training.</p> <p>All devices from the DFE MUST be processed using IT protocol for processing, asset tagging and security measures.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>		

Public Transport	Staff They may contract Covid-19 – with associated range of health outcomes	If staff are using public transport to get to school, they SHOULD bring in a set of clothes to change into once in school as well as thoroughly hand washing. Face coverings must be worn for the journey, if they are disposable masks they should be disposed of in a lidded bin.	Likelihood: 1 Consequence: 4 Risk Level: 4				
Impact on the community wellbeing as alert levels change	Staff, pupils and parent/carers Anxiety levels are high due to changing communication from the government about Covid19 and alert levels.	Regular communication regarding updates to the risk assessment and response to positive cases and alert level changes. Heads to share parental communication to enable a consistent approach in the event of a positive case in school.	Likelihood: 3 Consequence: 3 Risk Level: 9	All Heads to create and share with parents/carers an overview of what will take place in various scenarios linked to Covid-19.	Likelihood: 2 Consequence: 3 Risk Level: 6		

Review date: 8/02/2021 Unless change in legislation

Date communicated to Headteachers: 5/01/2021

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.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Unlikely	Fairly likely	Likely			
			LIKELIHOOD					