

# Schools Risk Assessment – COVID - 19 Risk Assessment Checklist



<b>Risk assessment title</b>	COVID 19 - Schools	<b>Risk assessment version ref</b>	
<b>Service</b>	Education	<b>Safe system of work ref (if applicable)</b>	
<b>Employee group effected</b>	School staff and pupils	<b>School Name</b>	Bluebell Park
<b>Assessor's name:</b>		<b>Job title</b>	

**Indicate below the reason for completion of this checklist by inserting a date**

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
May 2020	As and when guidance changes						

**List other relevant documents:** (or insert hyperlinks)

Further guidance can be found by following the link below.

Link to page on guidance to educational establishments <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### Risk Rating Matrix

<b>1 - 4 Low risk</b>	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.
<b>5 - 9 Medium risk</b>	Look to improve the control measures at the next review i.e. within 12 months.
<b>10 - 15 Medium (but elevated) risk</b>	Look to improve the control measures within a specified time scale i.e. within one week/month.
<b>20 - 25 High risk</b>	Stop activity taking place and make immediate improvements before continuing with the activity.

**Severity**

### Likelihood

	1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
5 Catastrophic	5	10	15	20	25
4 Severe	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Insignificant	1	2	3	4	5

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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Infections and possible injuries caused by poor maintenance or hygiene practices	All users of the school	Building not being reopened correctly	<ul style="list-style-type: none"> <li>Ensure that all legionella flushing has taken place. Ensure all water outlets have been flushed, with the building being closed or on a reduced operation all water outlets will be classed as a low usage outlet.</li> <li>Check for leaks and that there is hot water, if necessary</li> <li>All emergency lighting is to be tested (if testing has not continued). Recording the findings on the test sheet</li> <li>Test the fire alarm to ensure it is operational with a secure link to any monitoring station, recording the findings on a test sheet</li> <li>Check all internal escape routes and final exits ensuring the doors open and the escape routes are clear, taking into consideration the new classroom lay outs</li> <li>Revisit the emergency evacuation procedures for the school taking into consideration additional time to leave the building and about social distancing at the designated muster points.</li> <li>If the school has any active Personal Emergency Evacuation Plans (PEEP's) revisit the plan. If close contact with a pupils is unavoidable ensure staff have PPE close at hand.</li> <li>Test all intruder and panic alarms making sure the links to the monitoring station are in place.</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium elevated risk</b>	<p style="color: red;">Checks taken place and ongoing by Engie. Assurance received from them.</p> <p style="color: red; margin-top: 200px;">Re-issue of fire procedures</p>

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Risk of cross contamination of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst colleagues and pupils	<p>Protocol of minimum interaction and social distancing guidelines to be followed</p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Staff showing symptoms must not attend work. Contact your head teacher manager to arrange cover and start self-isolation.</li> <li>If staff have access to the testing regime stay in isolation and arrange for a COVID 19 test.</li> <li>If the test result comes back as negative staff can return to work if they are well enough to.</li> <li>If staff do not have access to a test regime start the self-isolating period of 10 days from the onset of the symptoms. If after 10 days the symptoms of a high temperature continues stay in isolation and inform your manager.</li> <li>If the any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 14 days. If the staff member has access to testing is free from symptoms arrange for a test after 7 days, if results are negative the staff member can return to work before the 14 day isolation period.</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Inform parents or guardians of pupils, that if there are any signs of COVID 19 they are to ring the school and not to send the pupil into school.</li> <li>If the pupil is tested and the result comes back negative the pupil can return to school if they are well. If the pupil is not tested the head</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium (elevated risk)</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a>. Website is visited daily to check adequacy of current control measures.</p> <p>Updates on <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p>

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			teacher must follow the same guidance regards isolation for the pupil as listed for staff.					
Staff showing symptoms of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building.	<b>Staff</b> <ul style="list-style-type: none"> <li>If a member of staff starts showing symptoms of COVID 19 the employee is to leave work as soon as possible and follow government guidance for self-isolation. Once in self-isolation, if managers have access to the testing regime arrange for the staff member to be tested.</li> <li>Records of who the staff member has been in contact with should be noted. Staff to complete sheet detailing if they have broken their class bubble. All staff should complete sheet detailing if they have broken bubble.</li> <li>Record of where the staff member has been should be noted.</li> <li>If staff are tested and the test comes back negative staff can arrange to return to work</li> <li>If staff are tested and it comes back positive staff to stay in isolation until free of fever, feeling well enough <b>and</b> a minimum of 10 days have elapsed since the first onset of symptoms.</li> <li>If staff do not have access to a COVID 19 test employee told not to return to work until free of fever, feeling well enough <b>and</b> a minimum of 10 days have elapsed since the first onset of symptoms.</li> <li>Employee should ensure that the head teacher is informed of any test results. Head Teachers must make arrangements to receive the test</li> </ul>	4	2	8	<b>Medium risk</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a>. Website is visited daily to check adequacy of current control measures.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelines">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelines</a></p>

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			<p>results.</p> <ul style="list-style-type: none"> <li>• If the staff member is tested positive, their class / group should be advised to self-isolate for 14 days.</li> <li>• If the any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 14 days. If staff have access to COVID 19 testing this period of time may be reduced on production of a negative test.</li> <li>• If a member of staff participates in a test then they must inform the school and not attend until test results come back and following discussion with school</li> <li>• Staff should not attend school if they are symptomatic or have had a test and are awaiting results. They must notify school if they are symptomatic or if they have had a test and are awaiting results.</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• If a pupil starts showing symptoms of COVID 19 while in school isolate the pupil and contact the parent or guardian to pick the pupil up.</li> <li>• A dynamic risk assessment as to the isolation room will take place to take into account the nature of the situation.</li> <li>• If COVID -19 is suspected staff in close contact to wear the appropriate PPE, as indicated in the PPE guidance</li> <li>• When the pupil has left the school lock down the teaching zone used for isolation and deep clean all hard surface as soon as possible.</li> <li>• Records of who the pupil has been in</li> </ul>					

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			<p>contact with should be noted.</p> <ul style="list-style-type: none"> <li>Record of where the pupil member has been should be noted.</li> <li>If the pupil is tested positive, their class / group should be advised to self-isolate for 14 days.</li> <li>The pupil is allowed back in school following a test result that shown negative or following a period of isolation as indicated above.</li> </ul>					
Controlling the spread of COVID-19	All users of the school	<p>COVID-19 is transmitted by inhalation or ingestion in the same way that normal seasonal flu is transmitted.</p> <p><b>Contact:</b> By hand to face/mouth/nose/eye.</p> <p><b>Droplet:</b> By coughing and sneezing and aerosol droplets being inhaled</p> <p><b>Airborne:</b> Fine droplets may stay in the air longer and spread the infection without close contact</p> <p>Reducing contact through restructuring the school day and lay out of the school</p>	<ul style="list-style-type: none"> <li>Follow social distancing guidance for schools.</li> <li>Face masks for adults once outside class bubble (exemptions apply in line with guidance)</li> <li>Pupils arrive and wait at buses. Escorts will enter in identified entrance for each hub to reducing social contact</li> <li>Stagger breaks and lunch to be staggered to reduce number of people gathering when numbers increase.</li> <li>Schedule in activities that can be performed outside observing social distancing measures. Keeping the inside of the building free</li> <li>All classrooms and teaching zones to be assessed keeping with social distancing measures.</li> <li>Staff rooms and offices to be assessed for staff to use keeping social distancing rules. (Staggering of class schedules will also help social distancing in staff rooms). Capacity identified for each staff room. There is one staff room for each hub</li> <li>To help keep distances between the desks remove any unwanted furniture or use larger pieces of</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	

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			furniture as screens (ensuring they are secured to stop being pulled over) <ul style="list-style-type: none"> <li>Class sizes are to be assessed to be no larger than each class is able to accommodate according to pupils individual needs</li> <li>Access and egress routes to be kept clear of desks.</li> <li>Entrance and exit will be via each hub area. Lower, upper and post-16. Pupils who are in each hub will enter and exit via the correct one.</li> <li>Consider pupils eating lunch in their classrooms with the food brought to them.</li> </ul>					
Controlling the spread of COVID-19	All users of the school	Reducing contact through reducing access to the school grounds	<ul style="list-style-type: none"> <li>Parents not allowed on to the school grounds unless for emergency purposes</li> <li>Identified parking for school buses, taxis and parent pick up / drop off</li> <li>Ensure there are signs around the area</li> <li>One way system for transport</li> <li>On leaving the class for home children to be held back in the school grounds until they are sure that the parent or guardian / transport is there to pick them up.</li> <li>If the school is taking a delivery of stock, delivery to be left in a suitable safe position not blocking access or egress routes, staff from the school to move the stock to the place of storage. Delivery staff not to walk around schools. All visitors do not have access to the school building which is controlled through access passes</li> <li>Only essential contractors on site</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	

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			<p>during school hours following guidance below.</p> <ul style="list-style-type: none"> <li>• If contractors are working on site if possible arrange for work to be completed either end of the school day or the weekend when the school is less populated.</li> <li>• On arrival on site contractors informed of the hygiene and social distancing measures operating in the school which they must follow.</li> <li>• If contractors do not follow the control measures they are to be asked to leave the premises, with consideration as whether they are to be allowed on site again.</li> <li>• Complete the contact sheets to keep track of movement outside of class bubbles</li> </ul>					
Controlling the spread of COVID-19	All users of the school	Reducing infection through improved hygiene.	<ul style="list-style-type: none"> <li>• All access point in use at the school will have hand sanitising facilities and on entering and leaving the building, hands are to be sanitised.</li> <li>• Hand sanitiser to be made available for individual staff</li> <li>• Additional cleaning has been brought in to enable each hub to have a cleaner on site throughout the whole day</li> <li>• Cleaning schedules have been reprioritised to include:                             <ul style="list-style-type: none"> <li>○ Door handles door release buttons, and doors.</li> <li>○ Light switches</li> <li>○ Toilets and sinks</li> <li>○ Food preparation areas (drinks station)</li> <li>○ Hard floor surfaces.</li> <li>○ Tables and hard surfaced chairs,</li> </ul> </li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a>. Website is visited daily to check adequacy of current control measures.</p> <p>Addition of adults with down syndrome as clinically extremely vulnerable to guidance. GP guidance on pupil risks</p> <p>Clinically extremely vulnerable staff to work from home following notification from NHS or GP. Individual risk assessment to be updated.</p>



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			<p>with cleaning taking place at least twice times a day.</p> <ul style="list-style-type: none"> <li>• If possible remove all soft, hard to clean toys and teaching aids from classrooms.</li> <li>• Use clear lidded boxes to store equipment safely</li> <li>• If using outside play equipment unless its contact surfaces cannot be cleaned thoroughly after use, the equipment is not to be used.</li> <li>• Wherever possible give pupils the necessary equipment they will need, avoid sharing of tools and equipment.</li> <li>• Cleaning materials to be present in areas used so if necessary staff can wash down tables and chairs throughout the day ensuring that they are stored as per COSHH regulations.</li> <li>• Encouragement of staff and building users to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen)</li> <li>• Tissues disposed of in disposable bags as soon as possible.</li> <li>• Hands to be washed on entering the building and prior to leaving the building.</li> <li>• Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when they enter and leave the building for exercise</li> <li>• Masks to be disposed of appropriately in accordance with guidance</li> </ul>					

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Controlling the spread of COVID-19	All users of the school	Reducing infection through the use of personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>If social distancing cannot be observed and close contact is unavoidable PPE is to be used by staff where necessary. Examples personal care for younger children, performing first aid, intervening if a pupil is in danger of harming themselves or others.</li> <li>All PPE is to be stored in positions around the school so staff can access it without delay. Each class have their own supply.</li> <li>Managers to monitor the levels and use of PPE and reorder when necessary, ensuring stock does not run out.</li> <li>The use of PPE will be guided by a risk assessment.</li> <li>All staff have received PPE training</li> <li>If PPE has been used ensure none of the used PPE is taken off site. Double bag all used equipment and seal bag before disposing of it safely.</li> <li>Do not take used PPE home, ensure it is double bagged and disposed of correctly, in the main bin if it is over 72 hours to the next collection date. If the collection date is under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins.</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium elevated risk</b>	
Controlling the spread of COVID-19	All users of the school	Reducing infection through communication with buildings occupants	<ul style="list-style-type: none"> <li>Schools to communicate with all parents about the schools new operating procedure, highlighting any new rules and any changes in access to the school.</li> <li>Teachers to keep their groups in the class if needed to communicate with</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	

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			<p>other areas of the school, using other methods of communications, telephones or radios to reduce access of individuals around the building</p> <ul style="list-style-type: none"> <li>• If the school has shared access corridors put markings or warning signs of the floor to remind users about social distancing and as a physical indication what 2 metres is.</li> <li>• If the need arises to communicate with other staff or building users always follow 'Social Distancing' measures. If possible try to keep a distance of at least 2 metres &gt;6' 6" away from other people.</li> <li>• Reiterate the social distancing message throughout the day, if instructing children on an activity reinforce the social distancing message (example collect equipment from the table one as a time the next person goes up when the last person has returned to the seat).</li> <li>• Schools to display posters around the building as a reminder to pupils and staff to wash their hands regularly throughout the day for at least 20 seconds. Teachers to use prompts to help reinforce the importance of hand washing.</li> <li>• The message about washing hands is to be reinforced throughout the day by teaching staff</li> <li>• Reduce the number of visits to the school by parents and business colleagues.</li> <li>• If possible use telephone calls or video messaging to meet with parents or colleagues. If people cannot meet via video, meetings with</li> </ul>					

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			parents can only take place if social distancing rules can be observed and a meeting area is found that is not used by the majority of the school occupants.					
Covid – 19 cross contamination	Staff and pupils	Personal contact between staff and pupils with educational and medical needs	<ul style="list-style-type: none"> <li>A key member of the team involved in the pupil’s education is to be present to provide continuity of service and reduce enhanced behaviour.</li> <li>Staff to discourage contact with the pupil and explain the reasons.</li> <li>All staff working with the pupil to be made aware of signs of elevated behaviour and what trigger pupil might show prior to aggressive actions.</li> <li>If pupil starts showing signs of elevated behaviour start deescalating techniques</li> <li>If the need of physical intervention occurs, staff to have appropriate PPE as in line with the PPE guidance and risk assessment.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	
Covid – 19 cross contamination	Staff and pupils	Administering first aid	<ul style="list-style-type: none"> <li>Pastoral care to be given from a distance.</li> <li>If possible, small cuts and grazes to be cleaned and dressed by the person injured receiving guidance.</li> <li>If possible injured person to collect all contaminated materials and securely bag it.</li> <li>If treating a person the first aider to wear all recommended PPE, apron, gloves, mask, &amp; goggles</li> <li>If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used.</li> <li>Dispose of all used PPE in accordance with the guidance listed above</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	

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Covid – 19 cross contamination	Staff,	Cross contamination of virus through transport.	<ul style="list-style-type: none"> <li>Assess if trips are essential if not cancel all non-essential trips.</li> <li>If private transport is used on school business staff to travel in individual vehicles unless they are from the same family group.</li> <li>If school vehicles are used driver to wash down all hard surfaces (e.g. hand contact points such as steering wheel, gear stick and handbrake). Wash down procedures are to be included in the pre use vehicle checks</li> <li>Wash down of contact points to be performed every time the driver changes, not just once a day.</li> <li>Staff using public transport to adhere to social distancing rules and to wash hands on entry to school</li> </ul>	4	2	8	Medium	
Covid – 19 cross contamination	Staff,	Cross contamination of virus in offices and staff rooms.	<ul style="list-style-type: none"> <li>All staff areas to be restructured to help keep social distancing</li> <li>Staff not allowed to hot desk, office staff to have their own desk and not to use equipment from other workstations</li> <li>If using shared areas, print room kitchens etc. rotate use using the area one person as a time.</li> <li>After using the printer/photocopies wipe down all hand contact areas of the photocopier and door handles.</li> <li>When making drinks, tea coffee etc. staff to make own and not make drinks for other team members.</li> <li>When using the staff room always follow social distancing guidelines using kettles and food preparation areas one as a time, and wiping down all hand contact areas after use.</li> <li>All staff members to have their own cutlery/crockery and do not use</li> </ul>	4	2	8	Medium	

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			crockery for communal use. Cutlery/crockery from the kitchen is for individual use and is washed daily so must be returned to the collection point promptly. <ul style="list-style-type: none"> <li>All personal cutlery crockery to be washed after use and temporarily stored at their workstation or in a small sealed container, so other staff cannot use them and they cannot be contaminated by airborne particles.</li> </ul>					
Covid – 19 cross contamination	Staff and pupils	Cross contamination of virus in toilets.	<ul style="list-style-type: none"> <li>Pupils and staff to clean hands before and after using the toilet.</li> <li>Toilets identified by cleaning staff as areas that additional cleaning takes place.</li> <li>Remind children before toileting about social distancing. For older children who use the toilet by themselves, staff must check to ensure there is no-other pupils in there before they can enter</li> <li>Classes have identified toilets to use</li> <li>Staff have identified toilets to use</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	
COVID-19 infection.	Extremely vulnerable employees and those in receipt of NHS England shielding letter	A full list of those identified as falling into the extremely vulnerable group can be found here <a href="https://www.gov.uk/government/news/major-new-measures-to-protect-people-at-highest-risk-from-coronavirus">https://www.gov.uk/government/news/major-new-measures-to-protect-people-at-highest-risk-from-coronavirus</a>	<ul style="list-style-type: none"> <li>Extremely vulnerable employees should stay at home, self-isolate not come into work and follow current Government advice.</li> <li>Up to date audit of staff to be carried out</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a> . Website is visited daily to check adequacy of current control measures.
Covid-19 impacts		Wellbeing and mental health of staff and pupils could be affected by covid-19	<ul style="list-style-type: none"> <li>Mental health first aiders available on site</li> <li>Helplines and information sent to staff and made available for them</li> <li>Use of OH processes if relevant</li> <li>Counsellor available for school pupils to self refer or be referred to</li> </ul>	<b>Variable</b>	<b>Variable</b>	<b>variable</b>		

# Schools Risk Assessment – COVID - 19 Risk Assessment Checklist

STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
			<ul style="list-style-type: none"> <li>Curriculum supports return to learning and impacts of this</li> <li>No unnecessary meetings</li> </ul>					
<b>Establishing a systematic process for partial opening, including social distancing</b>								
<b>Net capacity</b>								
Available capacity in school is reduced to enable compliance with social distancing rules	Staff and pupils	Number of pupils exceeds capacity that would allow for social distancing rules	Agreed number of pupils who can attend premises on any given day to enable compliance with social distancing rules Agreed new timetable and arrangements confirmed for each year group Arrangements in place to support children's learning at home	3	1	3	Low risk	
<b>Organisation of teaching spaces</b>								
Classroom sizes will not be adequate for social distancing			Classroom size and numbers to be reviewed Class sizes and timetabling amended to ensure no more than 15 children Classrooms remodelled with chairs and desks moved to enable social distancing Spare chairs removed from desks so they cannot be used Signage displayed to promote social distancing In Primary classes stay together with same teacher and do not mix with other pupils In secondary schools the class group stays together and does not mix with other pupils	3	1	3	Low risk	
Large spaces should be used as classrooms			Limits set for large spaces - hall, dining room, Large gatherings prohibited Design layout and arrangements in place to enable social distancing					
<b>Availability of class sizes</b>								
The number of staff who are available is lower than that required for social			The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Full use is made of those staff who are self-	3	1	3	Low risk	

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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
distancing			isolating or shielding but who are well enough to teach lessons online Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place if in agreed with terms and conditions of employment Full use is made of testing to inform staff deployment A blended model of home learning and attendance at school is utilised until staffing levels improve					
<b>Prioritising provision</b>								
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups within schools when they reopen			Plans are in place to meet the learning needs of the children who are outside the main cohorts attending school Pastoral and SEND support is deployed wherever possible to support prioritised pupils Efforts continue to improve the attendance of vulnerable pupils, children with EHCP and those you consider vulnerable A plan is in place for the phasing in of other cohorts, both before summer holidays and in Sept	<b>2</b>	<b>1</b>	<b>2</b>	<b>Low risk</b>	
<b>School day</b>								
The start and end of the school day create risks of breaching social distancing guidelines			Start and departure times are staggered The number of entrances and exits to be used is maximised Different entrances/exits are used for different groups Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use A plan is in place for managing the movement of people on arrival to avoid groups of people congregating Floor markings are visible where it is necessary to manage any queuing Parents have been informed which entrance/time to arrive / pick up	<b>3</b>	<b>2</b>	<b>6</b>	<b>Medium risk</b>	



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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
<b>Planning movement around the school</b>								
Movement around the school risk breaching social distancing guidelines			Circulation plans have been reviewed and revised One way systems are in place where possible Corridors are divided where feasible Appropriate signage is in place to clarify circulation routes Pinch points and bottle necks are identified and managed accordingly Movement of pupils around school is minimised as much as possible with pupils staying in classrooms and staff moving around Lesson change overs are staggered to avoid overcrowding Appropriate duty rota and levels of supervision are in place during changeover, break, lunch	<b>3</b>	<b>2</b>	<b>6</b>	<b>Medium risk</b>	
<b>Managing the schools life cycle</b>								
Limited progress with the school's summer term calendar and work plan because of Covid 19 measures			School calendar for the summer term rationalised SLT and staff work plans to include short and medium term planning Staff recruitment for Sept 2020 completed Curriculum and timetable for Sept 2020 considered	<b>1</b>	<b>4</b>	<b>4</b>	<b>Low risk</b>	
Pupils moving onto the next phase in their education do not feel prepared for the transition			A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues There is a regular and effective liaison with the destination institutions (e.g.. Secondary schools, post 16 providers, universities etc.) Regular communication with the parents of incoming pupils are in place, including letters, newsletters and online Virtual tours of the school are available for parents and staff	<b>1</b>	<b>4</b>	<b>4</b>		

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STEP 1	STEP 2		STEP 3					
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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
			Online induction days for pupils and parents are planned					
<b>Governance and policy</b>								
Governors are not fully informed or involved in making key decisions			Online meetings are held regularly with governors Governing bodies are involved in key decisions on reopening Governors are briefed regularly on the latest government guidance and its implications for the school In line with remote working procedures and no meetings on site, governors to be emailed copy of risk assessment	<b>2</b>	<b>2</b>	<b>4</b>	<b>Low risk</b>	
<b>Policy Review</b>								
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose			All relevant policies have been revised to take account of government guidance on social distancing and Covid 19 and its implications for the school Staff, pupils, parents and governors have been briefed accordingly	<b>4</b>	<b>1</b>	<b>4</b>	<b>Low risk</b>	
<b>Communication</b>								
Staff are not trained in new procedures leading to risks in health			A revised staff handbook is issued to all staff prior to reopening Induction and CPD programmes are in operation for all staff prior to reopening and include : infection control, fire safety and evacuation procedures, constructive behaviour management, safeguarding, risk management	<b>4</b>	<b>1</b>	<b>4</b>	<b>Low risk</b>	Induction process in place
New staff are not aware of the policies and procedures prior to starting at the school when it reopens			Induction programmes are in place for all new staff - either online or in school prior to them starting The revised staff handbook is issued to all new staff prior to them starting	<b>4</b>	<b>1</b>	<b>4</b>	<b>Low risk</b>	

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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
<b>Risk assessments</b>								
Risks are not comprehensively assessed in every area of the school in light of Covid leading to breaches of social distancing and hygiene guidance			Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering : different areas of the school, when pupils enter and leave school, during movement around school, during break and lunch times, delivering aspects of the curriculum especially for practical subjects and where shared equipment is used Risk assessments can also be dynamic throughout the day and are a control measure that could be included	4	2	8	<b>Medium risk</b>	Regular meeting with unions to cross reference
<b>School transport</b>								
Changes to bus schedules as a result of Covid 19 adversely affect pupils attendance and punctuality and do not align with staggered start and departure times			The details of how pupils will travel to and from school are known prior to opening Effective liaison with bus companies and other transport providers is used as a basis for planning staggered start and departure times	2	2	4	<b>Low risk</b>	
<b>Cleaning</b>								
<b>Cleaning</b>								
Cleaning capacity is reduced so that an initial deep clean and ongoing cleaning of surfaces are not undertaken to standards required			A return to work plan for cleaning staff, including any deep cleans is agreed with contracting agencies prior to opening An enhanced cleaning plan is agreed and implemented which minimises the risk of infection Working hours for cleaning staff are increased Procedures are in place to clean any shared equipment between groups, the use of shared equipment is minimised	4	2	8	<b>Medium risk</b>	Cleaning schedule in place as per PFI arrangements
<b>Hygiene and handwashing</b>								

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STEP 1	STEP 2		STEP 3					
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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Inadequate supplies of soap, hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency			An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day	4	2	8	Medium risk	
Pupils forget to wash their hand frequently and regularly			Staff training includes the need to remind pupils of the need to wash their hands regularly Posters and electronic messaging boards reinforce the need to wash hands regularly School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis	4	3	12	Medium risk (elevated)	
<b>Clothing / fabric</b>								
Not wearing clean clothes each day may increase the risk of the virus spreading			Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress to minimise risks Expectations and guidance are communicated to parents	4	2	8	Medium risk	
The use of fabric chairs may increase risk of spreading			Take fabric chairs out of use where possible Where not possible ensure chairs are limited to single person use	4	1	4	Low risk	
Use of washing machines	Staff /pupils	Breaking bubbles to enter laundry room or life skills class with washing machine	No tea towels to be used- air dry or paper towels Rota use of laundry room with clear safety procedures	3	1	3	Low risk	
<b>Testing and managing systems</b>								
Testing is not used effectively to help manage staffing levels and support staff wellbeing			Guidance on getting tested has been published Guidance has been explained to staff as part of induction process Post-testing support is available for staff through school's health provider Utilise school set of tests	2	2	4	Low risk	

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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Infection transmission within school due to staff/pupils ( or members of their household) displaying symptoms			Robust collection and monitoring of absence data, including tracking return to school dates is in place Procedures are in place to deal with any pupil or staff displaying symptoms at school. This include the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive and negative, Pupils, parents and staff are aware of what steps to take to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply A record of any Covid 19 symptoms in staff or pupils is reported to the trust and/or local authority	3	2	6	<b>Medium risk</b>	
Staff, pupils and parents and not aware of school's procedures (self isolation and testing) should anyone display Covid symptoms			Staff, pupils and parents have received clear communication informing them of current government guidance on the actions to take should anyone display symptoms of Covid 19 and how this will be implemented in school This guidance has been explained to staff and pupils as part of the induction process Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders Procedures are in place to isolate a pupil / staff member with symptoms and to ensure the PPE that will be worn is available (and then disposed of appropriately).	3	2	6	<b>Medium risk</b>	
Staff, pupils and parents are not aware of the			Staff, pupils and parents have received clear communication informing them of current government guidance on	5	2	10	<b>Medium risk (elevated)</b>	

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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
school's procedures should there be a confirmed case of Covid 19 in the school			confirmed cases of Covid 19 and how this will be implemented in school This guidance has been explained to staff and pupils as part of their induction process Any updates or changes to this guidance are communication in a timely and effective way to all stakeholders					
<b>First aid / designated safeguarding leads</b>								
The lack of availability of designated First Aiders and designated Safeguarding leaders puts children's safety at risk			First aid certificates extended for three months A programme for training additional staff is in place Collaborative arrangements for sharing staff with other schools in the locality have been agreed Depending on the size of the school and the current first aid arrangements, consider spreading first aid kits around to minimise movement	<b>3</b>	<b>2</b>	<b>6</b>	<b>Medium risk</b>	
<b>Medical rooms</b>								
Medical rooms are not adequately equipped or configured to maintain infection control			Social distancing provisions are in place for medical rooms Additional rooms are designated for pupils with suspected Covid symptoms whilst collection is arranged Procedures are in place for medical rooms to be cleaned after suspected Covid 19 cases, along with other affected areas, including toilets	<b>5</b>	<b>1</b>	<b>5</b>	<b>Low risk</b>	
<b>Communication with parents</b>								
Parents and carers are not full informed of the health and safety requirements for the reopening of the school.			As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a weekly basis including a range of communication tools A Covid 19 section on the school website is created and updated Parent and pupil handbooks created	<b>3</b>	<b>2</b>	<b>6</b>	<b>Medium risk</b>	
Parents and carers may not fully			Key messages in line with government guidance are reinforced on a weekly basis	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium risk</b>	

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				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
understand their responsibilities should a child shown symptoms of Covid 19			via email, text and the school's website				<b>(elevated)</b>	
<b>Personal Protective Equipment</b>								
Provision of PPE for staff where required is not in line with government guidance			Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured Those staff required to wear PPE (SEND, Intimate care, cleaning staff, with child with symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely (guidance attached from LA) Staff are reminded that wearing of gloves is not a good substitute for handwashing	<b>4</b>	<b>1</b>	<b>4</b>	<b>Low risk</b>	
<b>Free school meals</b>								
Pupils eligible for FSM do not receive vouchers on the days they are not in school			A member of the school's administrative team is tasks with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers when not in school	<b>2</b>	<b>2</b>	<b>4</b>	<b>Low risk</b>	

# Schools Risk Assessment – COVID - 19 Risk Assessment Checklist

Likelihood scores					
<b>Likelihood score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Description</b>	<b>Improbable</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost certainty</b>
<b>Broad description of frequency</b>	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
<b>Timed frequency</b>	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
<b>Consequence score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Description</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>	<b>Catastrophic</b>
<b>Impact and harm caused</b>	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

## AUTHORISATION

<b>Head Teacher</b>	<b>Jamie Campbell</b>	<b>Signature</b>	<b>J. Campbell</b>	<b>Date</b>	<b>9<sup>th</sup> November 2020</b>
<b>Chair of Governors</b>	<b>L McTigue</b>	<b>Signature</b>	<b>L McTigue</b>	<b>Date</b>	<b>9<sup>th</sup> November 2020</b>
<b>Service and location</b>			<b>Telephone/email</b>		