

September back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK			
	Ebor Academy Trust				
<b>Academy</b>	Filey CE Nursery & Infants Academy				
<b>TITLE OF RISK ASSESSMENT</b>	Covid 19 Risk Assessment TPA				
<b>DETAILS OF ACTIVITY</b>					
Opening school to all pupils in September 2020					
<b>RISK ASSESSMENT LOG REF</b>					
<b>OTHER RISK ASSESSMENTS CROSS REFERENCED*</b>					
<b>WORKPLACE INSTRUCTION REF</b>					
<b>DATE OF ASSESSMENT</b>					
<b>MANAGER CARRYING OUT RISK ASSESSMENT</b>					
<b>NAME OF EMPLOYEE CONSULTED</b>					
<b>LOCATION OF ACTIVITY</b>					
<b>Headteacher / Principal</b> Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.					
<b>Signature</b> <i>Angela Clark</i>		<b>Date</b> Updated 4th November 2020			
		<b>Assessing level of residual risk = impact x likelihood</b>			
		IMPACT		LIKELIHOOD	
Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	
Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)		
Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)		
Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)		
Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur	
<b>What the final score tells you in relation to level of risk</b>					
		1 – 5	Very Low		
		6 – 10	Low		
		12 – 15	Medium		
		16 – 20	High		
		21 - 25	CRITICAL		



In welcoming back all of our pupils and staff, it is critical that safety and wellbeing is at the forefront of all of our thinking. The main guidance around this is: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been designed to

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the leaflet together we have taken on board a wide range of new guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 9 systems of control around prevention and control:

Prevention:

- ① minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ② Where recommended, the use of face coverings in schools.
- ③ clean hands thoroughly more often than usual
- ④ ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 2
- ⑤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- ⑥ minimise contact between individuals and maintain social distancing wherever possible
- ⑦ where necessary, wear appropriate personal protective equipment (PPE)
- ⑧ Always keeping occupied spaces well ventilated. Numbers 1 to 5 and 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection:
- ⑨ Engage with the NHS Test and Trace process

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

⑪ Contain any outbreak by following local health protection team advice Numbers 9 to 11 must be followed in every case where they are relevant.

In the event of a local lockdown we will follow public health guidance Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

<b>POLICIES</b>					
Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances  Staff and children briefed accordingly			<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>
Emergency evacuation whilst maintaining social distancing	Staff/Children/contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised  Put new / additional signage out if required  PEEPS should be reviewed and amended accordingly.  We have been provided with a copy of the contractors risk assessment and they have been allocated parking spaces.	Emergency evacuation plans remain the same – enough space is given for each class bubble to maintain 2 metres apart.		<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>



<p>Administering First Aid &amp; administration of medicines safely Close contact and surface transmission</p>	<p>Staff/Children. Contamination through close contact</p>	<p>Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings).</p> <p>Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/suspected infection with Coronavirus. Guidance provided to 1<sup>st</sup> aider on how to assess or treat they are to wear disposable aprons, gloves, face masks.</p> <p>1<sup>st</sup> aider to confirm to say they have received and understood instruction.</p> <p>General PPE signage as reminder.</p> <p>Process in place to undertake temperature checks.</p> <p>Digital Thermometer Gun Non-Contact Infrared IR Laser Forehead Temperature and PPE available.</p> <p>Provide instruction to staff and notify parents that Children with a cough must be sent home –reminders to staff in daily briefing.</p>			
<p><b>Suspected case of COVID-19 in School</b></p>	<p>School Staff/Teachers/Parents/V isitors to School</p>	<p>Flowchart for procedure has been shared with staff and is displayed across the school.</p>			<p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p>



<p>Close contact and surface transmission</p>		<p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material.</p> <p>Process in place for contacting parents.</p> <p>Room set aside for symptomatic children (ideally with a window that can be opened to provide ventilation).</p> <p>2m distancing should be available / marked out in the rooms.</p> <p>Process in place to move a symptomatic child to a separate room.</p> <p>Masks available for supervising adult in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated.</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided.</p>			<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</a></p>
<p><b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b></p>			<p><b>Impact Minor</b></p>	<p><b>Likelihood Possible</b></p>	<p><b>Score 6</b></p>
<p><b>COMMENTS OR CONCERNS</b> All policies in place, shared with staff and displayed on the school website as required.</p>					



RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<p><b>STAFF WELLBEING</b></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></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">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</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p>				
Social distancing ①⑤	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	Different break times allocated to year groups so fewer staff using staff areas at any one time. Different staff areas provided for different bubbles.	
		Signage to remind about distancing	Signage displayed in all areas of school.	
		Ensure staff are aware of procedures	Staff to sign to say they have read, fully understood and will follow this risk assessment.	
		Encourage engagement with test and trace	Staff to know the test and trace procedure.	
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure		



Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Sam Hiley is our school Wellbeing first aider.	
		Regular one to ones with staff to discuss wellbeing	Sam Hiley/SLT to check in with all staff via email/text.	
Allergies may be mistaken for Covid causing concern  ③⑥	Anxiety may be caused	Surgical masks available if required	Ask parents to inform school if their child suffers from any allergies that may cause concern e.g. hay fever.	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	The teaching of ICT and how to access all the online learning activities e.g. Google Classroom OR Tapestry, Phonic Bug and Sumdog Maths etc. will be timetabled for all classes. Remote Teaching & Learning Policy is on our school website.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
	Minor	Possible	6	

**AREAS OF CONCERN**

Staff are knowledgeable regarding all systems in place around school. We have a school wellbeing first aider and regular staff wellbeing checks are made via email or text.  
Four different staff areas are being used so bubbles do not mix during break times.



<b>CHILD WELLBEING</b> <a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a> <a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a> <a href="https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance">https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance</a>				
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	Children work in their classes and can share playtimes/lunchtimes with their year group only.	
Wellbeing	Children may be anxious with new rules and protocols	Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed	Parents will receive a letter explaining the systems in place for September.	
		Additional support to be available to work intensely with children in particular at start of term	Emotional check-ins to take place each morning. Pastoral Support Worker has time to support children and families. ELSA support given to children when needed.	
		Close monitoring and observation of children to identify any signs of distress	Staff aware to be vigilant to signs of distress.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6



**AREAS OF CONCERN**

Staff have planned activities to support children’s social and emotional wellbeing. Emotional check-ins will be carried out each morning.

**ACCESS / EGRESS TO SCHOOL**

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<p>Travel to school ①⑤</p>	<p>Virus may spread if too close contact</p>	<p>Minimise number congregating at same times by providing staggered start and end times where appropriate</p>	<p>Each year group to have a separate entrance/exit gate and start/finish time. Parents are asked to wear face coverings during drop off and collection times.</p>	
		<p>Allocate supervised group collection points</p>	<p>Staff will supervise each gate and playground area at drop off and collection times.</p>	
		<p>Ensure parents know they can't come onto site</p>	<p>Parents informed via a newsletter that they will be unable to come onto the school site. Nursery parents are able to stay with their children in the outdoor classroom until they are settled but will not enter the school building.</p>	



Seashells Wrap around care club		Ensure parents know they can't come onto the school site. Parents will drop off and collect children at the main reception for Seashells club.	Children in Seashells club will be in small consistent groups where possible and if numbers should increase more staff will be introduced. Staff will maintain a 2 metres distance from each other to reduce staff contacts e.g. work in different areas of the classroom space.	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Pedal bins provided for disposal of PPE.	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	N/A	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	1 guest space allocated and 1 disabled space allocated. Contractor spaces should not be regularly required from September.	
		Number of entrances/exits at site maximised and limited to groups where practical	Two entrances/exits in use with two different start and finish times.	
Transport ①⑤	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible		
		Measures to prevent use of and crowding on public transport including staggered start and finish times		
		Guidance given to early years Staff on dealing with soiled clothing		



		Area to change and bags to put clothing in provided		
Airborne transmission ①③	Virus spread across school	Information on child allergies to be securely stored with controlled access.		
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non-attendance	Staff informed.	
Preventing those with specified health conditions from risks arising from attending ①②⑤	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Staff and parents informed.	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	Two different start and finish times limit number of people waiting. Parents and staff to wear face coverings during drop off and collection times. 2 metre distance marks on the paths. Posters displayed.	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	Office area.	
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use		
Close contact and airborne transmission	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up		



⑮		wearing disposable gloves which are then disposed of along with the container in the school bins		
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained		
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Parents are encouraged to telephone the school office.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6	

**AREAS OF CONCERN**

Staff will be visible to remind adults and children of the measures in place.

This is an active document that will be constantly amended as we refer to guidance updates. Observations will also inform this document as parents adjust to the new systems in place.



<b>MOVEMENT AROUND BUILDING</b>				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/Contractors	One way systems where possible	Staff to wear face coverings while walking around the school corridors and in communal areas.	
		Separate year groups will have two Collective Worship sessions a week in the school hall. Each class bubble will have more than 2 metres space between classes.	Three Collective Worship times each week will take place in individual classrooms.	
		Educate staff and children on voice control to prevent the need to shout. Singing can take place for short periods of time at a low volume and only within class bubbles.		
		Rotas and systems to avoid contact between groups	Separate outdoor spaces allocated for different class bubbles.	
		Pinch points and bottle neck points identified where needed and managed accordingly.	Chain across bottle neck points to make people stop and check no-one is coming the other way.	
		Identify where screens would help prevent transmission of virus	Reception area.	
		Signage in place to remind people and daily reminders from line managers		



<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)</b>	<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREAS OF CONCERN</b> Children will not move around school unless accompanied by a member of staff. All staff are aware of the systems to follow when moving around the one way systems. Parents will not enter the school building. Staff will wear face coverings while moving around the building. This is an active document that will be constantly amended as we refer to guidance updates. Observations will also inform this document as parents adjust to the new systems in place.			
<b>USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS</b>  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a>			
<b>Classroom (Yrs 3 upwards)</b> Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	N/A We are a Nursery and Infants school.
①②③④⑤		Enter classroom one by one, populating seats front to back	



		to reduce contact where possible		
		Arrange seating for children to sit side by side no more than 15 per row where possible		
		Minimise face to face child/teacher time		
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.		
		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	N/A We are a Nursery and Infants school.	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices		
		Own equipment only to be used by each child or allocated equipment where possible		
		Mark out areas to reinforce distancing		



		Daily awareness briefings by line managers, posters, manager spot checks		
<b>Early Years and KeyStage One (Yrs 0-2)</b> Preventing transmission of virus in the classroom through close contact or surface transmission①③④⑤	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child when possible – this is not always possible when working within a small group activity due to the age of the children.	Staff to be aware they should maintain distance where possible and limit contact when appropriate to do so.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREAS OF CONCERNS</b> Routines will be reinforced and staff informed on best practice for cleaning/sterilizing etc.				
<b>STAFF REST ROOMS</b>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Each year group has a different staff area where distancing can be maintained between class bubbles.	Staff use year group rest areas and have allocated spaces for each class bubble. Extra staff rest areas have been created in school.	



		Cleaning schedule in place to ensure equipment cleaned after use	Staff use their own cup, plate, cutlery etc.	
		Own utensils used		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Unlikely	<b>Score</b>  4
<b>AREAS OF CONCERN</b> All staff fully briefed and rotas in place. Extra staff rest areas created for year groups.				
<b>PLAY/ EXERCISE / MUSIC</b>				
Close contact and surface transmission  ②③④⑤	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus		
		Encourage outdoor play wherever possible	Each class bubble has a box containing their own outdoor toys/games for lunchtime play.	
		Rota and segregation for outdoor space to maintain distancing	Each class bubble has an allocated outdoor area.	
		Rota for cleaning play equipment		



		No wind or brass instrument playing. Singing can take place for short periods of time at a low volume and only within class bubbles.		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>COMMENTS OR CONCERNS</b>  Children will use climbing equipment on a rota that will allow at least 72hrs between different year groups using the equipment.				
<b>MEAL TIMES</b>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a>				
Close contact and surface transmission	Staff/children/ Catering staff cross contamination by being too close or	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	Lunch time staff will be allocated to a particular class bubble. Only Nursery and Reception children will eat in the school hall. They will sit	



④⑤	picking up the virus from surfaces		in their class bubbles with more than 2 metres between classes.	
		System in place to collect lunch boxes; ensures distancing can be maintained		
		Catering staff treated as a group		
		All food waste must be disposed of in black bags/compostable bags		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood)</b> Minor	<b>Impact</b> Possible	<b>Score</b> 6
<b>AREAS OF CONCERN</b> Parents informed of meal time systems and allocated outdoor areas provided for different year groups.				
<b>CHILDREN WITH COMPLEX NEEDS</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a>				
Risk of cross contamination when	Anyone in building could be exposed to virus through		Have available, and ensure staff are trained, in a risk assessment to enable personalised provision and	



dealing with children with complex needs  ③④⑤⑥	close contact and airborne transmission	<b>Please refer to guidance already provided and refer queries to Rebecca</b>	personalised management plan to include use of PPE	
Access/egress in building  ⑤	Staff/Children/Contractors			
<b>TOILETS - REPEAT FOR EACH TOILET BLOCK</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</a>				
Toilets  ②④⑤	Staff/Children/Contractors	Ensure cleaning rota in place	Pupil Groups to be allocated a set of toilets for their sole use. These will be colour coded for each group. Regular and clear reminders and instructions and posters to remind  Cleaning rota on wall, signed off when cleaned and spot checked - JU	
		Process in place to ensure adequate supplies of cleaning materials at all times		
		Rota for use of toilets to minimise number of people at any one time and maintain distancing		



Hand to mucous membrane transfer (eyes, nose, mouth)  ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill		
		Ensure adequate supply of paper towels and wipes		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREA OF CONCERN</b> Satisfied that each group of children have their own allocated toilets and sinks. All systems are in place.				
<b>MAINTAINING HYGIENE</b>				
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>				
Hygiene practices  ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum		
		Ensure sufficient washbasins so everyone is able to wash hands regularly		



		Supervise young children washing their hands to prevent ingestion and ensure thorough washing		
		Build washing hands and 'catch it kill it bin it' into the culture	'catch it kill it bin it' signs displayed.	
		Enhance cleaning regime for busy areas		
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative		
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6



**AREAS OF CONCERN**

Staff are all aware of the cleaning systems and charts are displayed on each classroom door to record a log of the cleaning undertaken.

**USE OF PPE – order via estates**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe>

<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>

Ensuring safe and effective use of PPE  ②⑥	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE		
		Ensure sufficient PPE available		
		Ensure process in place for safe disposal of PPE		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6

**AREAS OF CONCERN**

All PPE in place, posters displayed and staff aware.

**CONTRACTORS**

Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors		
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		Ensure declaration is signed prior to entering site		
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b>	Minor	<b>Impact</b>	Possible
			<b>Score</b>	6
<b>AREAS OF CONCERN</b>				
Contractors are working in a sectioned off area of the school building so are not in close proximity to staff or children. (Finished September 2020) We have a copy of the contractors risk assessment and we have allocated them five parking spaces. <u>This work has now finished.</u>				
<b>CARETAKING</b>				
<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>				
Site Safety and Provision  ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe		
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed		
Kitchen Water Systems	Flushing of Cold and Hot Water and	Ensure that all cold and hot water outlets are flushed and		



	Cycling of Appliances	appliances have had 1 full cycle of use		
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> Minor	<b>Impact</b> Possible	<b>Score</b> 6
<b>AREAS OF CONCERN</b> Caretaker is fully up to date and has all necessary information.				
<b>GENERAL CLEANING</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>				
Cleaning protection  ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid		
Surface transmission	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the		



④		disposable type or sterilised daily.		
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day		
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Each class bubble has a check list.	
General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Each class bubble has a check list.	
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method		
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>		<b>Likelihood</b> Minor	<b>Impact</b> Possible	<b>Score</b> 6
<b>AREAS OF CONCERN</b> Satisfied that disposable mops, dusters and cloths will be used by all cleaners. Confident that all staff understand the systems for cleaning, spot check will be carried out LM.				



<b>TOUCHPOINT CLEANING</b>				
Airborne and surface transmission  ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	Each class bubble has a check list.	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREAS OF CONCERN</b> Satisfied that staff are fully aware of duties regarding cleaning in each group's classroom. Spot checks carried out LM.				
<b>CLEANING FOLLOWING SUSPECTED COVID CASE</b>				
Airborne and surface transmission  ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE		
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREAS OF CONCERN</b> All staff to read the instruction leaflet for enhanced cleaning routine and sign to say they have read, understood and will adhere to the instructions.				



<b>WASTE MANAGEMENT PPE</b> <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</a>			
Airborne and surface transmission  ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school	
		All food waste must be disposed of in black bags/compostable bags	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>	<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>AREAS OF CONCERN</b>			
All staff to read the instruction leaflet for enhanced cleaning routine and sign to say they have read, understood and will adhere to the instructions. Pedal bins to be used only for PPE.			



<b>MANAGING PREMISES</b>				
<a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a>				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been		
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>  Minor	<b>Impact</b>  Possible	<b>Score</b>  6
<b>Areas of concern</b>  This risk assessment is to be shared with all members of staff and a signed record will be kept to say they have read, fully understand and will adhere to this risk assessment. This is an active document that will be constantly amended as we refer to guidance updates. Observations will also inform this document as parents/children/staff adjust to the new systems in place.				