

# OCCUPATIONAL RISK ASSESSMENT

School: <b>The Mosslands School</b>	Date assessment undertaken :	Assessment undertaken by : <b>Chad Raftery (Operations Manager)</b>
Situation : <b>School remaining open during the COVID-19 crisis.</b>	Review date : 11 <sup>th</sup> November 2020 <b>In the event of changes in circumstances at the school or LA / government advice</b>	Authorised by :

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
In the absence of procedures to prevent the control and spread of the virus could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contractors and visitors	<u>General Infection Control</u> <ul style="list-style-type: none"> <li>Good hygiene practices have been promoted including not touching hair and faces, regular washing and 'catch it, bin it, kill it' approach</li> <li>Staff are encouraged to take active engagement in 'NHS test and trace'</li> <li>Staff are aware of the need to maintain good hygiene including teachers washing hands before handing out resources</li> <li>Pupils to move to classrooms between lessons and teachers to</li> </ul>	$\frac{L \times C}{3 \times 5} = 15$ Tolerable	<u>Coms</u> <ol style="list-style-type: none"> <li>1) Communicate the message to staff, pupils and families that they must self-isolate at home and <b>not visit the setting if:</b> <ul style="list-style-type: none"> <li>- If they have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to their sense of smell or taste)</li> <li>- While waiting for a coronavirus test result</li> <li>- If they have tested positive for coronavirus – (this means they have coronavirus)</li> </ul> </li> </ol>	AW	$\frac{L \times C}{2 \times 5} = 10$ Tolerable

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		<p>remain for safety reasons <b>[list safety reasons here]</b></p> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> <li>• Pupils can already hang coats on backs of chairs in classrooms (except for science) thereby allowing social distancing to be maintained.</li> </ul> <p><u>PPE</u></p> <ul style="list-style-type: none"> <li>• The council has supplied the school with, <ul style="list-style-type: none"> <li>- Fluid-resistant surgical facemasks</li> <li>- Disposable aprons</li> <li>- Disposable gloves</li> <li>- Hand sanitiser</li> <li>- Full-face splash visors</li> </ul> </li> <li>• All classrooms have been issued with packs including gloves, masks, wipes and visors and it is the teachers responsibility to replenish as required</li> </ul> <p><u>Rooms &amp; Offices</u></p> <ul style="list-style-type: none"> <li>• Offices for both admin and operations staff not to be entered by teaching staff whilst occupied</li> </ul>		<ul style="list-style-type: none"> <li>- If they live with someone who has symptoms, is waiting for a test result or has tested positive</li> <li>- Someone in the support bubble has symptoms, is waiting for a test result or has tested positive</li> <li>- If they are told by NHS Test and Trace that they been in contact with a person with coronavirus</li> <li>- If they have symptoms of coronavirus, they need to self-isolate for at least 7 days</li> <li>- If they live with someone who has symptoms, they will usually need to self-isolate for 14 days</li> <li>- If someone in the support bubble has symptoms, they will usually need to self-isolate for 14 days</li> </ul> <p>2) Carry out staff briefings (Inset Day) on the requirements of the risk assessment including the amended fire procedures and ensure that they are included in the staff handbook.</p> <p>3) Develop Induction procedures for supply teachers and new staff that include the requirements of the risk assessment.</p>	<p>AW</p> <p>AW</p>	

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		<ul style="list-style-type: none"> <li>• Additional disinfectant wipes provided in all occupied rooms</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Arrangements in place for cleaning and disinfection using standard cleaning products.</li> <li>• Regular clearing of waste and collection of bins.</li> <li>• Routine cleaning of workstations by teachers, staff and pupils prior to and after use.</li> </ul> <p><u>Washing</u></p> <ul style="list-style-type: none"> <li>• Toilets have supplies of hot water, hand soap and sanitiser.</li> <li>• Where possible, wash basins within classrooms will be used to limit risk of contact with other children</li> <li>• There is a supply of appropriate cleaning solution and wipes for computer workstations.</li> </ul>		<p>4) Ensure that staff have been made aware DFE advice:  <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> <p>5) Ensure that parents are aware of the risk assessment and a sketch/map highlighting arrival and departure routes in order to ensure they are aware of their safety responsibilities both inside and outside school. This should include,</p> <ul style="list-style-type: none"> <li>- the need for active engagement in 'NHS test and trace'</li> <li>- where possible, the need for minimal use of public transport to and from school, especially during 'peak times' if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>- their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>- the 'one-way' walking system for parents and children to and from school to avoid congestion on</li> </ul>	<p>AW</p> <p>AW</p>	

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				<p>footways to avoid compromising social distancing especially close to school.</p> <ul style="list-style-type: none"> <li>- that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which must be conducted safely)</li> <li>- consider engaging parents and children in education resources such as e-bug and PHE schools resources</li> <li>- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times, i.e. Coronavirus (COVID-19): safer travel guidance for passengers</li> </ul> <p><u>Staffing</u></p> <p>6) Arrangements to ensure that there are sufficient teaching and support staff to be present for pupils.</p> <p><u>General Infection Control</u></p> <p>7) It is compulsory that all staff and pupils wear a face mask in and around the school in communal spaces unless they are exempt for medical reasons. In some</p>	<p>AW</p> <p>AW</p>	

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				<p>circumstances, staff can demand that pupils wear face coverings in class.</p> <p>8) Build routines for handwashing into the school culture, supported by behavioural expectations of the need to carry out handwashing on arrival at school, prior to eating, after using the toilets, after handing post/deliveries, prior to administering medication, and any other occasion when there is a hygiene requirement.</p> <p>9) Ensure that homework is either completed online (e.g. Visualisers) or that books/resources are quarantined for 48hrs.</p> <p>10) Ensure that individual and very frequently used equipment, such as pencils and pens, both staff and pupils use their own items that are not shared.</p> <p>11) Although Government advice is that different groups do not need their own toilets, ensure that there are sufficient toilets for pupils to assist them to remain in 'bubbles'. including the option to open the additional toilet facilities.</p> <p>12) Where toilet blocks are shared amongst bubbles consider limiting the number of bubbles that use each block</p>	<p>AW</p> <p>AW</p> <p>AW</p> <p>CR</p> <p>CR</p>	

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				<p>to minimise lots of children from many bubbles using the same toilet facilities if possible.</p> <p>13) If possible close off every other sink to keep a distance between when handwashing</p> <p>14) Ensure that there is signage in place in key areas around the school as a prompt to regularly wash hands for 20 seconds minimum</p> <p>15) Ensure that there are always sufficient stocks of hand sanitisers and disinfectant wipes.</p> <p>16) Arrangements to ensure that whilst the school is occupied there are always,</p> <ul style="list-style-type: none"> <li>- soap and hot water in toilets</li> <li>- sanitiser stations in specific locations, for example at the school entrance for pupils, entrances and exits to canteens, etc and they are regularly replenished</li> <li>- lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying</li> <li>- supplies of hand sanitisers, disinfectant wipes and disposable tissues to implement the 'catch it, bin</li> </ul>	<p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p>	

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				<p>it, kill it' approach in each classroom and enough to top up regularly</p> <ul style="list-style-type: none"> <li>- paper towels for hand drying or hand dryers are functioning correctly</li> </ul> <p><u>Social Distancing</u></p> <p>17) Where possible, take steps to limit interaction, sharing of rooms and social spaces between 'bubbles'.</p> <p>18) Assemblies to take place only with children within a 'bubble' or group.</p> <p>19) Reinforce social distancing with teachers and teaching staff to maintain 2 metres between them, other members of staff or visitors. They should avoid close face to face contact and minimise time spent within 1 metre of anyone. If this is not possible to wear PPE including visors or to move to another room so that social distancing can be maintained.</p> <p>20) Reinforce with pupils the need to maintain social distancing within their 'bubbles'. This will include informing children they should be use face coverings (not necessarily masks) if travelling by public transport and about the risks of socialising with each other in groups outside school</p>	<p>AW</p> <p>AW</p> <p>AW</p> <p>AW</p>	

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				<ul style="list-style-type: none"> <li>21) Assess teachers individual needs and provide additional support if required, e.g. additional cleaning, screens (subject to effectiveness of communications), etc.</li> <li>22) Arrange year groups to remain in 'bubbles' within areas of the school, whilst moving between classrooms and during break times.</li> <li>23) Where possible, arrange all classrooms with forward facing desks, seating pupils side by side and 2 metres apart</li> <li>24) Visibly display social distancing signs at key locations, e.g. school entrances/exits, corridors, outside toilets, receptions, areas where there will be queues, etc.</li> <li>25) Identify areas within science for pupils to hang their coats without having to share a common cloakroom areas.</li> <li>26) Ensure that there are arrangements for pupils to be kept apart from other 'bubbles' by identifying and implementing, <ul style="list-style-type: none"> <li>a. one way systems in particular to ensure that pupils remain in bubbles whilst moving between lessons</li> <li>b. separate entrances &amp; exits and play areas for 'bubbles'</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>AW</li> <li>AW</li> <li>CR</li> <li>CR</li> <li>CR</li> <li>AW/ CR</li> </ul>	



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				<ul style="list-style-type: none"> <li>c. stagger starting/finishing times, time tables and break times for bubbles</li> <li>d. sufficient supervision of pupils arrival and departure, on corridors, at playgrounds and near to toilets (preventing overcrowding and crossing between year group bubbles</li> <li>e. mark zones for teachers to stand during pic up or drop off where required.</li> <li>27) Develop alternative arrangements for going outside during break times when there is inclement weather</li> <li>28) Create a site map marking locations of areas used by individual bubbles. This can show entry/exit and any one-way systems.</li> <li>29) Display additional signage highlighting that only visitors with appointments are allowed to enter the building</li> <li>30) Develop procedures to allow parents/carers to remain in contact to highlight any queries whilst maintaining social distancing, e.g. appointment systems, telephone appointments, identified meeting room/s maintaining 2 metre distancing, etc.</li> <li>31) Arrangements to assess all rooms, classrooms and offices that are to be</li> </ul>	<p style="text-align: center;">AW</p> <p style="text-align: center;">CR</p> <p style="text-align: center;">CR</p> <p style="text-align: center;">AW</p>	

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				<p>occupied and where possible, remove unnecessary furniture and resources.</p> <p>32) Identify areas that are not to be used and ensure that there is no prohibited entry.</p> <p>33) Ensure that offices for both admin and operations staff have been assessed for maximum capacity whilst maintaining social distancing and arrangements to ensure that they are not entered or used by teaching staff whilst occupied.</p> <p><u>Behaviours</u></p> <p>34) Ensure that teachers and relevant staff are aware means to defuse conflict, i.e. verbally deescalate, and call for assistance and no physical interventions, if necessary, walk away until assistance arrives.</p> <p>35) In order to ensure that suitable provision is in place, review and, if required, update EHCP / Individual Risk Assessments , especially for those who exhibit anti-social behaviour.</p>	<p>CR</p> <p>CR</p> <p>CR</p> <p>AW</p> <p>AW</p>	



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				<p><u>First Aid</u></p> <p>38) Ensure that First Aiders are issued with LA First Aid Flow Chart including the latest Resuscitation Council advice on delivering CPR and that they follow the first aid guidance, i.e.</p> <ul style="list-style-type: none"> <li>a. Where possible maintain distance and assess their ability to assist a conscious casualty with minor ailments or illnesses at as distance of 2 metres.</li> <li>b. When this is not possible, the first aider must also use additional PPE as supplied by the LA.</li> </ul> <p><u>PPE</u></p> <p>39) Ensure that there are sufficient stocks of the PPE (i.e. cleaners, classrooms, First Aiders and catering staff) and they are made available as required.</p> <p>40) Ensure that staff and cleaners are aware of when to use the PPE, how to correctly wear it and how to dispose of it.</p>	<p>CR</p> <p>CR</p> <p>CR</p>	

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				<p><u>Rooms &amp; Offices</u></p> <p>41) Ensure that in the foyer,</p> <ul style="list-style-type: none"> <li>a. there are visible 2 metre markings on the floor so that admin staff can talk to visitors from behind the glass panel</li> <li>b. there is a supply of hand sanitisers</li> <li>c. all furniture is removed</li> <li>d. arrangements for admin staff to book in and arrange supervision of visitors</li> </ul> <p>42) Identify other means of communications for teaching staff to contact admin and operations staff without having to enter offices.</p> <p>43) Where possible, keep occupied classroom door and windows open for air flow. Installing door guards for key doors in building can be considered to ensure compliance with fire risk assessment.</p> <p>44) Ensure that corridor doors are wedged open in order to reduce the touching of doors and review and update fire procedures to ensure that they are closed on activation of the fire alarm. If wedges are to be used, there must be a robust procedure to ensure that these are all removed in the event of the fire</p>	<p>CR</p> <p>AW</p> <p>AW</p> <p>AW</p>	

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				<p>alarm sounding and at the end of every day.</p> <p>45) Review and update fire risk assessment and fire procedures to ensure that there is social distancing between 'bubbles' whilst evacuating and at fire assembly areas and also to ensure that all internal fire doors are closed on activation of the alarm.</p> <p>46) Ensure that teachers review classrooms and remove unnecessary resources and items that are not easily washable or wipeable.</p> <p>47) Assess any areas where there is a potential for queues, e.g. dining rooms, toilets, etc and ensure that there are arrangements for social distancing between 'bubbles'.</p> <p><u>Cleaning</u></p> <p>48) Identify the number of cleaners to be available to carry out the required cleaning.</p> <p>49) Develop arrangements for cleaning <u>and disinfection</u> of objects and surfaces that are regularly touched including classrooms, furniture, offices, bathrooms, kitchens grab-rails in corridors and stairwells and door handles. <b>This will include cleaning</b></p>	<p>AW</p> <p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p>	



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				<p><u>Visitors/Contractors</u></p> <p>52) Arrangements to ensure that visitors,</p> <ul style="list-style-type: none"> <li>- make an appointment prior to visiting the school</li> <li>- They call the school on arrival and before entering to establish if they have any of the symptoms related to Covid-19. If so they should not be permitted into the school</li> <li>- Only to bring resources that are absolutely necessary for the purposes of the visit</li> </ul> <p><u>Kitchens</u></p> <p>53) For kitchen staff review times of start and finish to minimise numbers in one area at any one time.</p> <p>54) Consider if some preparation can be done at different times of the day to encourage social distancing where possible.</p> <p>55) Where start times cannot be changed consider the lay out of the kitchen. Is it possible to move equipment to offer different work surfaces to those preparing food.</p> <p>56) Kitchen staff should work side to side rather than face to face where possible.</p> <p>57) A face covering may be worn in enclosed spaces where social distancing isn't possible. It just needs</p>	<p>AW/ CR</p> <p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p>	



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				<p>to cover the mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. face coverings are not a replacement for the other ways of managing risk, including minimizing time spent in contact, using fixed teams, and partnering for close-up work, and increasing hand and surface washing.</p> <p>Ensure that they:</p> <ul style="list-style-type: none"> <li>- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it</li> <li>- when wearing a face covering, avoid touching their face or face covering, as they could contaminate them with germs from their hands</li> <li>- change their face covering if it becomes damp or if they have touched it</li> <li>- continue to wash their hands regularly</li> <li>- change and wash their face covering daily</li> <li>- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in the usual waste</li> </ul>	CR	

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				<p>58) Consider if prepacked lunch can be provided, or limited menu options to be pre picked by children to reduce queue times and serving times.</p> <p>59) Consider cleaning of dishes/plates cutlery. Consider if this can be done once a group or "Bubble" has left dining area or if children can directly place cutlery into bowls of water containing detergent.</p>	CR	
In the absence of procedures for dealing with someone who displays the signs of the virus (or has been tested positive) could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contractors and visitors	<ul style="list-style-type: none"> <li>Pupils displaying the signs of the virus to be sent home immediately</li> <li>Established sickness reporting systems in the event that staff or pupils are tested positive for Covid 19. This includes contacting Public Health who will advise on further actions to be taken.</li> <li>If tested positive and as advice by Public Health, there are arrangements for the room/s used by the respective pupil/s or staff to be closed for a minimum of 72 hours and deep cleaned before use</li> <li>Based on the advice from Public Health, those people who have</li> </ul>	$\begin{array}{l} L \times C \\ 3 \times 5 \\ = \\ 15 \\ \text{Tolerable} \end{array}$	<p>60) Ensure that if a pupil is sent home with a suspected COVID 19 virus there are arrangements for staff and the parents of the other pupils within the 'bubbles' to be notified.</p> <p>61) As per Government guidance, ensure that all staff are aware of the procedures for dealing with a pupil in school displaying the signs of the virus, i.e.,</p> <ul style="list-style-type: none"> <li>a pupil awaiting collection to be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> </ul>	AW  AW	$\begin{array}{l} L \times C \\ 2 \times 5 \\ = \\ 10 \\ \text{Tolerable} \end{array}$

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		<p>been in 'close contact' with the person who has tested positive, will be sent home and advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 'Close contact' means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>		<ul style="list-style-type: none"> <li>- Ideally, a window to be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom to be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>- If a member of staff has helped someone who was taken unwell with a new cough or a high temperature, or loss of taste, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal</li> </ul>		

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				<p>household disinfectant after someone with symptoms has left will reduce the risk of passing the infection</p> <ul style="list-style-type: none"> <li>- Where the pupil or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul> <p>62) As per Government advice, ensure that all cleaners have risk assessments covering the following for dealing with waste from possible cases and cleaning of areas where possible cases have been, i.e.,</p> <ul style="list-style-type: none"> <li>- Waste (including disposable cloths and tissues): to be put in a plastic rubbish bag and tied when full.</li> <li>- The plastic bag to be then be placed in a second bin bag and tied.</li> </ul>	CR	

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				<ul style="list-style-type: none"> <li>- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>- Waste to be stored safely and kept away from others. Waste will not be left in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.               <ul style="list-style-type: none"> <li>* if the individual tests negative, this can be put in with the normal waste</li> <li>* if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul> </li> <li>- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by the local waste collection authority if they currently collect their waste or otherwise by a specialist clinical waste contractor. They will supply them with orange clinical waste bags to place the bags into so</li> </ul>		

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				the waste can be sent for appropriate treatment.		
Failure to support staff and pupils during these difficult times could lead to additional stress and sickness absence.	All staff and pupils	<ul style="list-style-type: none"> <li>• Safeguarding and Stress Policies</li> <li>• Appropriate supervision for staff to provide support</li> <li>• Regular briefings with staff</li> <li>• Counselling and support remain available for both staff and pupils</li> <li>• OHU support</li> </ul>	$\frac{L \times C}{2 \times 3}$ $=$ $6$ Adequate	63) Ensure 1 to 1 strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation: <ul style="list-style-type: none"> <li>- Thoughts on returning, fears, concerns about returning, what will be easy to accomplish, what will be hard, fatigue (Staff have continued to work),</li> <li>- changes in circumstance, retirement, pregnancy, bereavement.</li> <li>- additional worries about members of their family and friends.</li> <li>- Remind them of any internal support plan/system that is in place</li> <li>- Address / discuss ability to return to work.</li> </ul> 64) As part of the planning, ensure that there are arrangements for staff to have reasonable length breaks during the day and take fresh air at breaks. 65) Government guidance states, 'use of staff rooms should be minimised,	AW	$\frac{L \times C}{2 \times 3}$ $=$ $6$ Adequate

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
				<p>although staff must still have a break of a reasonable length during the day. Identify an area/room away from the classroom where staff can go to rest/relax whilst maintaining social distancing and ensure staff do not share cups, and appropriately clean eating utensils</p> <p>66) Ensure that there are sufficient Mental Health First Aiders available.</p> <p>67) Complete or update the schools stress work assessment to remind all staff of support available.</p>	AW AW	
Failure to have emergency and contingency plans could lead to indecision and delays and therefore potentially accidents and injuries.	All staff and pupils	<ul style="list-style-type: none"> <li>• Manager is always available at school whilst occupied with pupils to take the lead during an emergency</li> <li>• Emergency contacts including details of parents/carers are available</li> <li>• Sufficient trained First Aiders</li> <li>• Accessible defibrillator</li> <li>• Normal safeguarding, medical and security measures have been reviewed and remain in place.</li> <li>• All staff are aware of fire procedures</li> </ul>	$\frac{L \times C}{1 \times 3} = 3$ <p>Acceptable</p>	<p>68) Develop contingencies for maintaining meaningful learning including blended learning in the event of local 'spike' in Covid 19 cases.</p> <p>69) Ensure that there are arrangements for staff reporting near misses when are of these controls fail or break down and so that action can be taken to prevent reoccurrences.</p> <p>70) Ensure that there are sufficient First Aiders at school whilst occupied with pupils. Arrangements can be made with nearby schools to ensure that there is first aid cover.</p>	AW AW AW CR	$\frac{L \times C}{1 \times 3} = 3$ <p>Acceptable</p>

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> <li>• Consideration has been given to the needs of staff/pupils who require assistance in an emergency and there are sufficient resources to carry this out.</li> <li>• In the event of the absence of the site team, managers know how to check the fire alarm and set and reset it in an emergency</li> <li>• Site team carry out daily visual whole site checks (including fire doors to ensure they are closed) and carry out weekly checks of fire alarm.</li> <li>• The reception is secure.</li> <li>• Keys are easily accessible to unlock school gates in the event of evacuation away from the premises.</li> <li>• Site staff familiar with boiler and heating systems</li> <li>• Boilers set to come on automatically</li> <li>• Regular monitoring of water systems in accordance with the Legionella Risk Assessment</li> </ul>		<p>71) Ensure that there are sufficient staff trained in the administration of medication at school whilst occupied with pupils. Where this cannot be achieved, in special circumstance parents/carers can be asked to come in.</p> <p>72) Ensure that all contractors are aware of the need to observe social distancing and hand hygiene whilst on school grounds.</p> <p>73) Ensure that kitchen staff observe social distancing, hand hygiene, wear PPE as required in the risk assessment and also maintain food hygiene standards.</p> <p>74) Ensure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</p> <p>75) Review and update the security Risk Assessment to ensure that it is fit for purpose, especially around controlling and preventing unauthorised access.</p> <p>76) Ensure that all health and safety compliance checks have been undertaken prior to opening.</p>	<p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p> <p>CR</p>	



# ACTIONS TABLE

No.	Action	Action Taken <i>*To be updated with progress until action has been fully completed*</i>	Date Fully Completed	By Whom
1.	<p>Communicate the message to staff, pupils and families that they must self-isolate at home and <b>not visit the setting if:</b></p> <ul style="list-style-type: none"> <li>- If they have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>- While waiting for a coronavirus test result</li> <li>- If they have tested positive for coronavirus – (this means you have coronavirus)</li> <li>- If they live with someone who has symptoms, is waiting for a test result or has tested positive</li> <li>- Someone in the support bubble has symptoms, is waiting for a test result or has tested positive</li> <li>- If they are told by NHS Test and Trace that they have been in contact with a person with coronavirus</li> <li>- where possible, the need for minimal use of public transport to and from school</li> <li>- If they have symptoms of coronavirus, they need to self-isolate for at least 7 days</li> <li>- If they live with someone who has symptoms, they will need to self-isolate for 14 days</li> </ul>			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
	<ul style="list-style-type: none"> <li>- If someone in the support bubble has symptoms, they will to self-isolate for 14 days</li> </ul>			
2.	Carry out staff briefings (Inset Day) on the requirements of the risk assessment including the amended fire procedures and ensure that they are included in the staff handbook.			
3.	Develop Induction procedures for supply teachers and new staff that include the requirements of the risk assessment.			
4.	Ensure that staff have been made aware DFE advice: <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>			
5.	<p>Ensure that parents are aware of the risk assessment and a sketch/maps highlighting arrival and departure routes in order to ensure they are aware of their safety responsibilities both inside and outside school. This should include,</p> <ul style="list-style-type: none"> <li>- the need for active engagement in 'NHS test and trace'</li> <li>- if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>- their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>- the 'one-way' walking system for parents and children to and from school to avoid congestion on footways to avoid compromising social distancing especially close to school.</li> </ul>			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
	<ul style="list-style-type: none"> <li>- that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which must be conducted safely)</li> <li>- consider engaging parents and children in education resources such as e-bug and PHE schools resources</li> <li>- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times, i.e. Coronavirus (COVID-19): safer travel guidance for passengers</li> </ul>			
6.	Arrangements to ensure that there are sufficient teaching and support staff to be present for pupils.			
7.	Ensure that any homemade non-disposable face coverings that staff, pupils or visitors are wearing when they arrive must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.			
8.	Build routines for handwashing into the school culture, supported by behavioural expectations of the need to carry out handwashing on arrival at school, prior to eating, after using the toilets, after handing post/deliveries, prior to administering medication, and any other occasion when there is a hygiene requirement.			
9.	Ensure that homework is either completed online or that books/resources are quarantined for 48hrs.			
10.	Ensure that individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
11.	Although Government advice is that different groups do not need their own toilets, ensure that there are sufficient toilets for pupils to assist them to remain in 'bubbles' including the option to open the additional toilet facilities.			
12.	Where toilet blocks are shared amongst bubbles consider limiting the number of bubbles that use each block to minimise lots of children from many bubbles using the same toilet facilities if possible.			
13.	If possible close off every other sink to keep a distance between when handwashing			
14.	Ensure that there is signage in place in key areas around the school as a prompt to regularly wash hands for 20 seconds minimum			
15.	Ensure that there are always sufficient stocks of hand sanitisers and disinfectant wipes.			
16.	Arrangements to ensure that whilst the school is occupied there are always, <ul style="list-style-type: none"> <li>- soap and hot water in toilets</li> <li>- sanitiser stations in specific locations, for example at the school entrance for pupils, entrances and exits to canteens, etc and they are regularly replenished</li> <li>- lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying</li> <li>- supplies of hand sanitisers, disinfectant wipes and disposable tissues to implement the 'catch it, bin it, kill it'</li> </ul>			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
	approach in each classroom and enough to top up regularly - paper towels for hand drying or hand dryers are functioning correctly			
17.	Where possible, take steps to limit interaction, sharing of rooms and social spaces between 'bubbles'.			
18.	Assemblies to take place only with children within 'bubbles'.			
19.	Reinforce social distancing with teachers to maintain 2 metres between them, other members of staff or visitors. They should avoid close face to face contact and minimise time spent within 1 metre of anyone. If this is not possible to wear PPE including visors or to move to another room so that social distancing can be maintained.			
20.	Reinforce with pupils the need to maintain social distancing within their 'bubbles'. This will include informing children they should be use face coverings (not necessarily masks) if travelling by public transport and about the risks of socialising with each other in groups outside school			
21.	Assess teachers individual needs and provide additional support if required, e.g. additional cleaning, screens (subject to effectiveness of communications), etc.			
23.	Arrange year groups to remain in 'bubbles' within areas of the school, whilst moving between classrooms and during break times.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
24.	Where possible, arrange all classrooms with forward facing desks, seating pupils side by side and 2 metres apart			
25.	Visibly display social distancing signs at key locations, e.g. school entrances/exits, corridors, outside toilets, receptions, areas where there will be queues, etc.			
26.	Identify areas within science for pupils to hang their coats without having to share a common cloakroom areas.			
27.	<p>Ensure that there are arrangements for pupils to be kept apart from other 'bubbles' by identifying and implementing,</p> <ul style="list-style-type: none"> <li>a. one way systems, in particular to ensure that pupils remain in 'bubbles' between lessons</li> <li>b. separate entrances &amp; exits and play areas for 'bubbles'</li> <li>c. stagger starting/finishing times, time tables and break times for bubbles</li> <li>d. sufficient supervision of pupils arrival and departure, on corridors, at playgrounds and near to toilets (preventing overcrowding and crossing between year group bubbles</li> <li>e. mark zones for teachers to stand during pic up or drop off where required.</li> <li>f. alternative arrangements for going outside during break times when there is inclement weather</li> </ul>			
28.	Create a site map marking locations of areas used by individual 'bubbles'. This can show entry/exit and any one-way systems			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
29.	Display additional signage highlighting that only visitors with appointments are allowed to enter the building			
30.	Develop procedures to allow parents/carers to remain in contact to highlight any queries whilst maintaining social distancing, e.g. appointment systems, telephone appointments, identified meeting room/s maintaining 2 metre distancing, etc.			
31.	Arrangements to assess all rooms, classrooms and offices that are to be occupied and where possible, remove unnecessary furniture and resources.			
32.	Identify areas that are not to be used and are prohibited and ensure that there is no prohibited entry.			
33.	Ensure that offices for both admin and operations staff have been assessed for maximum capacity whilst maintaining social distancing and arrangements to ensure that they are not entered or used by teaching staff whilst occupied.			
34.	Ensure that teachers and relevant staff are aware means to defuse conflict, i.e. verbally deescalate, and call for assistance and no physical interventions if necessary walk away until assistance arrives.			
35.	In order to ensure that suitable provision is in place, review and, if required, update ECHP / Individual Risk Assessments, especially for those who exhibit anti-social behaviour.			
36.	As part of the planning, consideration given to,			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
	<ul style="list-style-type: none"> <li>a. how many pupils will be travelling at the same time,</li> <li>b. how those pupils are likely to travel,</li> <li>c. likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school.</li> </ul>			
37.	<p>In the event of use of the school bus ensure that,</p> <ul style="list-style-type: none"> <li>- hand sanitiser is used upon boarding and/or disembarking</li> <li>- there is additional cleaning of vehicles</li> <li>- there is organised queuing and boarding where possible</li> <li>- there is the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>			
38.	<p>Ensure that First Aiders are issued with LA First Aid Flow Chart including the latest Resuscitation Council advice on delivering CPR and that they follow the first aid guidance, i.e.</p> <ul style="list-style-type: none"> <li>d. Where possible maintain distance and assess their ability to assist a conscious casualty with minor ailments or illnesses at as distance of 2 metres.</li> <li>e. When this is not possible, the first aider must also use additional PPE as supplied by the LA.</li> </ul>			
39.	<p>Ensure that there are sufficient stocks of the PPE (i.e. cleaners,, classrooms, First Aiders and catering staff) and they are made available as required.</p>			



No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
40.	Ensure that staff and cleaners are aware of when to use the PPE, how to correctly wear it and how to dispose of it.			
41.	Ensure that in the foyer, a. there are visible 2 metre markings on the floor so that admin staff can talk to visitors from behind the glass panel b. there is a supply of hand sanitisers c. all furniture is removed d. arrangements for admin staff to book in and arrange supervision of visitors			
42.	Identify other means of communications for teaching staff to contact admin and operations staff without having to enter offices.			
43.	Where possible, keep occupied classroom door and windows open for air flow. Installing door guards for key doors in building can be considered to ensure compliance with fire risk assessment.			
44.	Ensure that corridor doors are wedged open in order to reduce the touching of doors and review and update fire procedures to ensure that they are closed on activation of the fire alarm. Note: If wedges are to be used, there must be a robust procedure to ensure that these are all removed in the event of the fire alarm sounding and at the end of every day.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
45.	Review and update fire risk assessment and fire procedures to ensure that there is social distancing between 'bubbles' whilst evacuating and at fire assembly areas and also to ensure that all internal fire doors are closed on activation of the alarm.			
46.	Ensure that teachers review classrooms and remove unnecessary resources and items that are not easily washable or wipeable.			
47.	Assess any areas where there is a potential for queues, e.g. dining rooms, toilets, etc and ensure that there are arrangements for social distancing between 'bubbles'.			
48.	Identify the number of cleaners to be available to carry out the required cleaning.			
49.	Develop arrangements for cleaning and disinfection of objects and surfaces that are regularly touched including classrooms, offices, resources shared within 'bubbles' bathrooms, kitchens grab-rails in corridors and stairwells and door handles. <b>This will include cleaning all furniture used by pupils after lessons.</b>			
50.	Develop arrangements for resources that are shared between classes or bubbles, such as sports, art and science equipment to 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.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
51.	<p>Ensure that contractors, including cleaners, have 'suitable and sufficient' risk assessments in accordance with PHE guidance. For cleaners this should include,</p> <ul style="list-style-type: none"> <li>a. wherever possible, wear disposable or washing up gloves and aprons.</li> <li>b. using a disposable cloth to clean hard surfaces with warm soapy water and then disinfecting these surfaces with the cleaning products</li> <li>c. washing hands regularly with soap and water, and after removing gloves, aprons and other protection used whilst cleaning</li> </ul>			
52.	<p>Arrangements to ensure that visitors/contractors,</p> <ul style="list-style-type: none"> <li>- make an appointment prior to visiting the school</li> <li>- they call the school on arrival and before entering to establish if they have any of the symptoms related to Covid-19. If so they should not be permitted into the school</li> <li>- only to bring resources that are absolutely necessary for the purposes of the visit</li> </ul>			
53.	<p>For kitchen staff review times of start and finish to minimise numbers in one area at any one time.</p>			
54.	<p>For kitchen staff consider if some preparation can be done at different times of the day to encourage social distancing where possible.</p>			
55.	<p>For kitchen staff where start times cannot be changed consider the lay out of the kitchen. Is it possible to move equipment to offer different work surfaces to those preparing food.</p>			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
56.	Kitchen staff should work side to side rather than face to face where possible.			
57.	<p>For kitchens staff a face covering may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover the mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. face coverings are not a replacement for the other ways of managing risk, including minimizing time spent in contact, using fixed teams, and partnering for close-up work, and increasing hand and surface washing. Ensure that they:</p> <ul style="list-style-type: none"> <li>- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it</li> <li>- when wearing a face covering, avoid touching the face or face covering, as they could contaminate them with germs from their hands</li> </ul>			
58.	Consider if prepacked lunch can be provided, or limited menu options to be pre picked by children to reduce queue times and serving times			
59.	Consider cleaning of dishes/plates cutlery. Consider if this can be done once a group or "Bubble" has left dining area or if children can directly place cutlery into bowls of water containing detergent.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
60.	Ensure that if a pupil is sent home with a suspected COVID 19 virus there are arrangements for staff and the parents of the other pupils within the 'bubbles' to be notified.			
61.	As per Government guidance, ensure that all staff are aware of the procedures for dealing with a pupil in school displaying the signs of the virus			
62.	As per Government advice, ensure that all cleaners have risk assessments covering the following for dealing with waste from possible cases and cleaning of areas where possible cases have been			
63.	<p>Ensure 1 to 1 strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation:</p> <ul style="list-style-type: none"> <li>- Thoughts on returning, fears, concerns about returning,</li> <li>- what will be easy to accomplish, what will be hard,</li> <li>- fatigue (Staff have continued to work),</li> <li>- changes in circumstance, retirement, pregnancy, bereavement.</li> <li>- additional worries about members of their family and friends.</li> <li>- Remind them of any internal support plan/system that is in place</li> <li>- Address / discuss ability to return to work.</li> </ul>			
64.	As part of the planning, ensure that there are arrangements for staff to have reasonable length breaks during the day and encourage them to take fresh air			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
65.	Government guidance states, 'use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Identify an area/room away from the classroom where staff can go to rest/relax whilst maintaining social distancing and ensure staff do not share cups, and appropriately clean eating utensils.			
66.	Ensure that there are sufficient Mental Health First Aiders available.			
67.	Complete or update the schools stress at work assessment to remind all staff of support available.			
68.	Develop contingencies for maintaining meaningful learning including blended learning in the event of local 'spike' in Covid 19 cases.			
69.	Ensure that there are arrangements for staff reporting near misses when any of these controls fail or break down and so that action can be taken to prevent reoccurrences.			
70.	Ensure that there are sufficient First Aiders at school whilst occupied with pupils. Arrangements can be made with nearby schools to ensure that there is first aid cover.			
71.	Ensure that there are sufficient staff trained in the administration of medication at school whilst occupied with pupils. Where this cannot be achieved, in special circumstances parents/carers can be asked to come in.			

No.	Action	Action Taken <b>*To be updated with progress until action has been fully completed*</b>	Date Fully Completed	By Whom
72.	Ensure that all contractors are aware of the need to observe social distancing and hand hygiene whilst on school grounds.			
73.	Ensure that kitchen staff observe social distancing, hand hygiene, wear PPE as required in the risk assessment and also maintain food hygiene standards.			
74.	Ensure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.			
75.	Review and update the security Risk Assessment to ensure that it is fit for purpose, especially around controlling and preventing unauthorised			
77y.	Ensure that all health and safety compliance checks have been undertaken prior to opening			

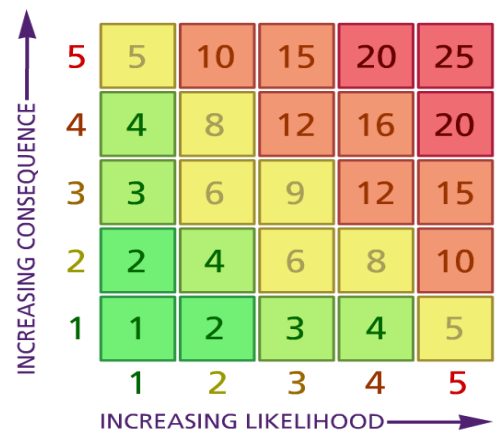
Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

**Likelihood:**

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

**Consequence:**

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant



- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.