

Risk Assessment – COVID-19 (v2.3)		[date] 10/1/21	[school name] Coleridge Community College
Responsible Person	(name and title) Ele Stoneham		
Other Persons Involved	Lloyd Brown, James Wyatt-Moon, Venrease Sturlong, Karen Chapman, Victoria Espley		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (30 December) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December) • DfE – Face coverings in education (27 November) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (21 December). • NHS - Test and Trace – How it works (14 December) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 		

Details NOTE, THE RISK ASSESSMENT FOR THE SITE REFLECTS ARRANGEMENTS FOR WHEN ALL STUDENTS ARE IN SCHOOL BUT IT ALSO APPLIES FOR WHEN WE ONLY HAVE THE CHILDREN OF KEY WORKERS AND VULNERABLE STUDENTS ON SITE. SIMILARLY, THE RISK ASSESSMENT REFLECTS CLEANING ARRANGEMENTS FOR WHEN ALL STUDENTS ARE ON SITE. THERE IS THE APPROPRIATE CLEANING OF AREAS USED AT THE MOMENT WITH KEY WORKER CHILDREN/VULNERABLE STUDENTS ON SITE	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 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 Made clear to parents through Headteacher emails, made clear to staff through internal communications and staff meetings. Reminders ongoing in staff briefings and tutor time and in school 2) Where recommended, the use of face coverings in school Students and staff must wear face coverings in communal areas outside classrooms. Face masks are not necessary in outside areas 3) Clean hands thoroughly more often than usual Hand sanitiser provided at entrances/exits to school for all students to use. Duty staff remind students to apply sanitiser. Duty point outside toilets to ensure handwashing. Hand sanitiser made part of required equipment. School is selling hand sanitiser. All staff provided with a hand sanitiser for their lanyards 	Are Control Measures (Y, N, N/A)?

so it's always with them as they're the ones travelling the most. Students sanitise at the beginning and end of every lesson. Sanitiser at all photocopying points.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

'Catch it, Bin it, Kill it' posters displayed in all areas of the school. Tissues ordered for each classroom. In line with guidance, and accounting for the colder weather, classroom windows opened before school and during breaks and some can be partially closed during lessons.

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Enhanced cleaning discussed and agreed with cleaning contractor in line with guidance issued. Increased cleaning personnel during the school day. Areas of particular heavy human congregation will have extended cleaning including the Radegund Hall, canteen, toilets and sanitiser stations. Teachers clean workstation desk, remote control, cables, pens, visualiser if they move to another classroom. KS4 students disinfect desks before they move to new classroom.

6) Minimise contact between individuals and maintain social distancing wherever possible

Students face front in classrooms, teachers are socially distanced, teaching from the front of the classroom and staying there. Classes stay in the same teaching area, teachers move. Line ups before school, after break and after lunch ensure year groups remain separate at those times.

7) Where necessary, wear appropriate personal protective equipment (PPE)

Where a student needs close attention, First Aiders and other staff have access to PPE

8) Engage with the NHS Test and Trace process

Parents, students and staff all reminded of the necessity to do this through Headteacher communications which remain ongoing.

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

Staff or student to contact a member of the senior team who will isolate the person in a ventilated space (Radegund Hall Meeting room reserved for this purpose) and arrange for her/him to leave site at the earliest opportunity and get a Covid-19 test. Information gathered on all contacts the individual has had in school.

10) Contain any outbreak by following local health protection team advice

Senior team briefed on local health advice and plan for containing an outbreak developed from this advice. Headteacher created flowchart which has been shared with all staff and is on display with First Aiders.

11) Staff who are clinically extremely vulnerable should work from home in line with [current guidance](#)

- Numbers 1, 3,4 and 5 and number 8 are in place in all the time.
- Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of these are included in this risk assessment.
- Number 7 applies only in specific circumstances.
- Numbers 9 to 11 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> ● An individual RA is available for anyone who feels they may be at higher risk of infection ● Clinically extremely vulnerable (CEV) staff in Tier 4 areas are not required to come to work and are supported to work from home. CEV staff in Tier 3 areas are supported to work flexibly where possible. ● Any staff who are not required in school and can continue to work from home will continue to do so. In place after risk assessments undertaken in June ● Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Staff make a daily declaration through InVentry sign-in that they can confirm they have no symptoms of Covid-19 or that they have no known contact with anyone displaying symptoms ● Any staff member with symptoms of COVID-19 is sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. Communicated to staff by Headteacher by email and at staff meeting 16/7/20 and at September Conference Days. ● To support the testing process, the school have been provided with a supply of home testing kits School has set up a testing process on site , referred later in this risk assessment ● If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 7 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team or DfE helpline for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. In place through internal school communication and access to DFE Advice Team ● If the test is returned negative the staff member can return to school when they feel well enough to do so. In place through internal school communication ● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. In place through internal school communication 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

			<ul style="list-style-type: none"> Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. <p>Procedure in place and shared with Reception staff, site officers and SLT</p>	Y	
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. <p>Student who is unwell is sent to Student Services and will be isolated in the Radegund Meeting Room to await collection or instructions to go home. Waste from the room to be removed by cleaning staff or, depending on time of day, senior staff wearing PPE</p> <ul style="list-style-type: none"> Pupil isolated in secure area in the Radegund Meeting Room if awaiting collection in line with government guidelines. Information collected on all people the student has had contact with. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. <p>Communicated to staff and students by headteacher in July and by DHT during September Conference Days</p> <ul style="list-style-type: none"> A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. <p>PPE stored in Student Services</p> <ul style="list-style-type: none"> Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings <p>Cleaning contractors will work in accordance with the guidance. This has been agreed with school. Additional targeted cleaning in place during the school day.</p> <p>With reduced numbers of students during current Lockdown, cleaning for areas in use in school</p>	Y Y Y Y Y	
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or alcohol based hand sanitiser to be readily available <p>Sanitiser to be available and used by students on arrival and exit from the site. Students sanitise their hands at the beginning and end of each lesson</p>	Y Y	

			<ul style="list-style-type: none"> Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Students bring sanitiser as part of equipment and sanitise frequently. Sanitiser stations at various points around school. Teachers check that students have cleaned hands after break, duty staff in eating areas remind students that they must clean their hands before and after they eat. Sanitiser is a required part of school equipment. Students sanitise their hands at the beginning and end of each lesson Skin friendly cleansing wipes used for those who need assistance in cleaning hands Cleansing wipes at sanitiser stations Practices built into school behaviour culture. Messages on hygiene delivered constantly to students and staff. How to be safe in school assembly WB 21/9 to all students. Catch-it, bin-it, kill-it, promoted throughout school. Catch-it, Bin-it, Kill-it posters displayed around the school and tissues available School provides tissues and sufficient bins to support disposal of waste. Additional bins in use and tissues available at sanitiser stations School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. No students in this position but SENDCO and other staff alerted to this possibility at staff meeting on 16/7/20 and Conference Day 4/9/20 Face coverings required by law for those >11 years using public transport Parents reminded of the law through email Face coverings will be promoted in common parts in areas where local COVID alert is high or very high Students and staff must wear face coverings in communal areas outside classrooms.. Face masks are not necessary in outside areas The school will hold a small supply of disposable face coverings Students and staff are briefed on the safe use of face coverings 	Y	
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> Schools to do all they can to minimise contacts and mixing while still delivering the curriculum. School life arranged to minimise contact and mixing. Inside classroom and outside classroom, plan designed to do this. Risk assessed extra-curricular sports clubs operating. 	Y	

			<p>Explained in Headteacher information to staff at staff meeting 16/7/20, reinforced by DHT on Conference Day 4/9/20.</p> <ul style="list-style-type: none"> ● To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ 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) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person ● There will need to be a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. <p>Details of local arrangements:</p> <p>Conference Day 4th September, procedure for this re-explained to staff. Bubbles recorded on SIMS in classes. When an infected person is isolated in the Radegund Meeting Room, information is gathered about anyone the person has come into contact with in school through First Aider.</p>	<p>Y</p> <p>Y</p>	
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> ● Secondaries – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Staff should move frequently at the front of the classroom so as not to be near individual students for long ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. ● Primaries and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as a control mechanism. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> ● Above information in plan and communicated to staff. Communicated to students at the beginning of the Autumn term and reinforced in assemblies. <p>Reminder information to be given WB 11/1/21</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> ● Groups to be kept apart where possible. ● Assemblies/worship, one group at a time. ● Timetable to keep groups apart and minimise movement around the site as much as possible. ● Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed. ● Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). ● Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. ● Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas ● Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom <p>Details of local arrangements:</p> <ul style="list-style-type: none"> ● All of these bullet points in place other than staggered breaks and lunch. Our social areas for different bubbles are close to classrooms meaning that we can ensure bubbles stay separate without needing staggered breaks. Food arrangements also mean bubbles can eat separately during one lunchtime. However, where year group bubbles share a food point their access to the food point will be staggered (first 20 minutes, or last 20 minutes). This is required and in place for Years 8 and 10 at the playground food hatch and Years 7 and 9 in the canteen. Students sanitise hands at the beginning and end of lessons ● When Key Worker Children/Vulnerable students are in school, canteen arrangements allow year groups to eat separately 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p>	<p>Y</p>
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		<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> ● Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. <i>Not found to be necessary. Designated year group points at the beginning of the day and enough exit points to prevent students bunching on departure at the end of the day.</i> ● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. ● Process required for those arriving wearing face coverings, including safe disposal if needed(covered bin) and wash hands before going to class (note point 3 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. <p><i>Details of local arrangements:</i></p> <ul style="list-style-type: none"> ● <i>Designated areas for bubbles to meet at the start of the day to avoid mixing. Students' entry to, and exit from, school managed by duty staff to ensure no mixing of bubbles. Parents told not to gather at the school gate in the morning or after school. Parents asked to drop off students and pick them up at a distance from school.</i> 	N	Y
		<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> ● Specific assessment for those with SEND needs to help with adjustments. <i>SENDCO assessed adjustment under Section M and communicated to staff on Conference Day 4/9/20</i> ● Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. <i>Supply teacher instructions explaining procedures given to all supply teachers and any other colleagues coming on site to work with students</i> 	Y	Y

			<ul style="list-style-type: none"> ● Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). Site officer briefs contractors on procedures. Any visitors to site briefed at Student Services ● Dual registered children can attend, but the two settings should liaise to agree controls. ● Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> ● Student equipment (CCC15) stays with student. It includes hand sanitiser. General principle is that resources will not be shared in classrooms. Students work in exercise books which stay in the classroom. Only the homework book goes home. ● In Online lessons. Key Worker children/vulnerable students submit their work through Google Classroom, reducing touching of equipment 	<p>Y</p> <p>Y</p> <p>Y</p>	
			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Is not public transport and groupings tend to be consistent therefore reducing the risks ● No one with symptoms to travel, or if they live with someone with symptoms ● Social distancing should be practised as far as possible. ● Children should sit within their groups/bubbles as far as possible. ● Ventilation of fresh air maximised ● Hands cleaned before boarding and again on disembarking ● School vehicles cleaned more regularly ● Those over 11yrs to be encouraged to wear face coverings <p>Details of local arrangements:</p> <p>N/A to Coleridge</p>		

			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Very limited use of public transport by our students. Ensure there are bins outside where any student wearing a face mask from public transport can dispose of it if they wish. Students reminded to stay distanced on public transport. Students encouraged not to use public transport and parents advised on this by school. Walk or cycle instead. 	Y	
			<p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> • The School has signed up to the BSA COVID-SAFE Charter • The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it. • Guardians and Parents have been informed about the schools arrangements • Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation. <p>N/A to Coleridge</p>		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups Completed • One way system implemented in corridors and on stairwells One way system completed for bubbles and markings on the floor to help people keep to the left. Signs on the walls to remind. Students trained in induction days at the start of term. • Demarcating playground space to help with group management? Duty staff will ensure bubbles remain separate • Demarcating staff rooms or other areas where adult may congregate. Limits on number of colleagues who can use the staff room. Explained at staff meeting on 16/7/20. 2 additional staffroom spaces created to support this. • Review access to print rooms/photocopiers ideally limiting to one person. Only one person uses the photocopying room at a time. Staff told that wherever possible, they should give photocopying in for repographics staff to complete the copying 	Y	
				Y	
				Y	
				Y	
				Y	

			<ul style="list-style-type: none"> Waste – Clinical waste contracts have been established and PHS contract cleaners will ensure that waste streams are not contaminated. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required [INSERT DETAILS OF HOW THIS WILL WORK IN YOUR SCHOOL] <p><u>Results</u></p> <ul style="list-style-type: none"> For routine weekly testing, participants may return to work or class while awaiting their result. For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves. Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				NA	NA
				Y	Y
				Y	Y
				Y	Y
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. Staff have access to Group’s occupational health and counselling service Publish the findings of this risk assessment on the school website. <p>Updated risk assessment always shared with union rep for comment, staff told the document is on the website and they are encouraged to comment.</p>	Y	Y
				Y	Y
				Y	Y
				Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. <p>As well as normal cleaning schedule, 3 hours of additional cleaning in the day enable us to identify and clean any areas or equipment that require immediate attention as well as known areas of particularly heavy use.</p> <ul style="list-style-type: none"> Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. <p>Cleaning staff working within guidelines for cleaning of non-healthcare settings</p> <ul style="list-style-type: none"> Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings <p>Cleaning staff using these guidelines. SLT and site staff also know the guidelines in case they are required to help with any cleaning in particular circumstances</p>	Y	
				Y	
				Y	

			<ul style="list-style-type: none"> Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Managed by site officer If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. N/A 	Y	
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. CLEAPSS guidance referred to in planning science, D&T and Art AfPE and national governing body guidance referred to in planning school sport activities Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <ul style="list-style-type: none"> with suitable subject specific risk assessments developed accordingly. Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. Inter-school sport to not take place in Tier 4 areas. Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. No visits at the current time in line with Lockdown guidance 	Y Y Y Y Y Y	
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). PPE stocked at Student Services and in SEND office for when intimate care required 	Y Y	
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> details of communications strategy and engagement with worker representatives and LGB Training Risk Assessment shared with Union Rep for comment and shared with Chair of LGB details of how staff/pupils will be trained in the new arrangements Students and staff in school trained on the new arrangements in school from 6/1/21 details of how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. 	Y Y Y	

			<p>SLT will audit compliance weekly through observation walks and audits. This will continue in the Lockdown period from 6/1/21</p> <p>Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update.</p> <p>Behaviour Policy has Covid-19 Addendum and this has been alerted to Parents in Parent Guide and is on website. Transgression of compliance by staff dealt with as required, using Behaviour Policy as appropriate.</p>	Y	
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head <p>Next review arranged for WB 11/1/21</p> <ul style="list-style-type: none"> Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) <p>Managed by site officer and explained to all contractors and Planned Preventative Maintenance inspectors</p>	Y	
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated <p>UL</p> <ul style="list-style-type: none"> Important updates/changes to be included in Jon Cole's Heads Bulletins. <p>UL</p> <ul style="list-style-type: none"> Headteacher to ensure that all relevant guidance is followed and communicated <p>Communicated to senior leaders for action as required. Realisation that guidance comes frequently and may require rapid response</p> <ul style="list-style-type: none"> Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly <p>Senior Leaders signed up to DFE Updates so receive information and advice as it is issued</p> <ul style="list-style-type: none"> Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. <p>Updated information on the front page of the school website</p> <ul style="list-style-type: none"> Parents/Pupils updated via classrooms/email/parent text as necessary. <p>Information of any changes updated through Parent Mail and in messages through tutor time</p> <p>Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email</p> <p>Arrangements in place to do this.</p>	Y	
				Y	

Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> ● Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ● Fire risk assessment reviewed <i>Fire Risk Assessment has been reviewed. Our current procedures will allow us to keep students in year bubbles for registration outside and to return inside once it is deemed safe. This applies during the Lockdown from 6/1/21.</i> ● Fire safety procedures amended to support COVID-19 arrangements <i>Our current procedures will allow us to keep students in year bubbles for registration outside and to return inside once it is deemed safe.</i> ● Staff training scheduled monitored and any slippage identified <i>Training schedule has been updated</i> ● Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. <i>Risk assessments reviewed at the end of term and will be reviewed again in the WB 17/8/20</i> 	Y Y Y Y	
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> ● Staff allowed to take home peripherals and chairs from office <i>As required</i> ● Guidance on setting up a suitable workstation provided on Hub coronavirus pages <i>Temporary Homeworking page available on the UL Hub</i> ● Additional equipment needs to be reviewed on a case-by-case basis <i>No additional equipment needs at current time. Will be reviewed WB 17/8/20</i> 	Y Y Y	
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> ● Low-risk, office-style work. No specific controls required. ● Any accidents to be logged onto ARMS. <i>Staff will report any accidents to member of SLT or HR</i> 	Y Y	
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> ● Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section ● Guidance provided to managers on supporting their teams and reasonable expectations during this period. ● Managers to maintain regular contact with their employees, preferably by video link. ● Furloughed staff to have keep in touch days with their line manager <i>N/A</i> ● <i>Case by case basis from September for any homeworkers, building on the work done during the Lockdown period.</i> 	Y Y Y	

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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Lloyd Brown	Date:	12/1/21	Date of next review:	12/2/21
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.