

Risk Assessment – Covid-19 (Autumn Term Reopening)		9/10/20	Coleridge Community College
Responsible Person	(name and title) Ele Stoneham, Headteacher		
Other Persons Involved	Lloyd Brown (DHT); James Wyatt-Moon and Venrease Sturlong (union reps); Karen Chapman (Site Officer); Victoria Espley (Chair of Governors)		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres • NHS - Test and Trace – How it works 		

Details		Are Control Measures (Y, N, N/A)?
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.		
To minimise the risk of infection to all persons, the following system of controls has been applied by the school		
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		Y
Made clear to parents through Headteacher email (17/7/20), made clear to staff through internal communications and staff meeting 16/7/20. Reminders to staff on Conference Day, 4th September.		Y
2) Clean hands thoroughly more often than usual		Y
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 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.		Y
3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		Y
'Catch it, Bin it, Kill it' posters displayed in all areas of the school. Tissues ordered for each classroom. Windows open in all classrooms and communal indoor spaces to enhance good airflow		Y
4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach		Y
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 if they move to another classroom. KS4 students disinfect desks before they move to new classroom.		Y
5) Minimise contact between individuals and maintain social distancing wherever possible		Y

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. From 12/10/20, Year 7 moving their indoor line-up space to the canteen as we are concerned about enough space in the Radegund Hall to line up two year groups.

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

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

7) 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.

8) 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. Information gathered on all contacts the individual has had in school.

9) 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.

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

Y

Y

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
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		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. Headteacher email to parents as a reminder To support the testing process, the school have been provided with a supply of home testing kits. 10 kits provided by the DFE Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. Contact the DFE Advice Team A negative result means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 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 pupil can return to school if they do not have any COVID-19 related symptoms. Headteacher email to parents and within Parent Guide 	Y Y Y Y Y	
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Visitor Guide on website. Visitors must confirm they have not knowingly been in contact with anyone who has symptoms of Covid-19. Details of local procedures communicated to all visitors before they come to site. Parents advised to drop children off alone, i.e. not to come with partners or family Headteacher email to parents and within Parent Guide 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. Procedure in place and shared with Reception staff, site officers and SLT 	Y Y Y 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. Student who is unwell is sent to Student Services and will be isolated in the Radegund office 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 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. 	Y Y	

			<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 Cleaning contractors will work in accordance with the guidance. This has been agreed with school. Additional targeted cleaning in place during the school day. Boarding establishments manage cases in line with the DfE guidance, Coronavirus (COVID-19): guidance on isolation for residential educational settings 	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 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 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. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	

			<p>No students in this position but SENDCO and other staff alerted to this possibility at staff meeting on 16/7/20</p> <ul style="list-style-type: none"> Public transport and face coverings in school Details of local arrangements: Students who use public transport (small number) reminded to wear a mask and socially distance when using public transport. Students and staff can wear face masks in school in communal areas. They should not be worn in lessons 		
			<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. From beginning of October, risk assessed extra-curricular sports clubs piloted. Aim to reduce contact between staff and pupils Teachers move classrooms, teach from front and maintain distancing. TAs work with students from the front of the class. Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings. Year group bubbles in school and stay within their designated area Focus likely to be on groups for younger children, and distancing for older children. KS4 and KS5 – likely whole year ‘groups’. If possible to make smaller groups within while still delivering the curriculum, this should be done. Whole year group bubbles in KS4 with their particular teaching areas and social spaces KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory. Whole year group bubbles in KS3 with their particular teaching areas and social spaces Early years settings no longer have limits on group size (from 20 July). N/A Keep groups apart as much as possible. Year group bubbles and frequent reminders about keeping distance In shared environments/equipment increase cleaning frequencies. Generally, student bubbles stay in their environments but in shared environments such as the canteen, toilets and the staff room, cleaning frequency is increased from September Older children (KS4 and KS5) encouraged to keep distance in their groups. Frequent reminders from tutors, classroom teachers and duty staff. Classroom arranged to ensure distancing as far as possible Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. The larger the group, the more robust the other controls need to be. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

			<ul style="list-style-type: none"> • No expectation that young children distance within their groups. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. <p>These points all noted in our practice</p> <ul style="list-style-type: none"> • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. <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>	Y	
				Y	

			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> ● <u>Secondaries –</u> <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. ○ 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. ● <u>Primaries and EYFS/Nursery–</u> <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 on 16/7. Communicated to students at the beginning of the Autumn term and reinforced in assemblies in the WB 21/9/20 	Y	
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> ● <u>Groups to be kept apart where possible.</u> ● <u>Assemblies/worship, one group at a time.</u> ● <u>Timetable to keep groups apart and minimise movement around the site as much as possible.</u> ● <u>Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed.</u> ● <u>Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence).</u> ● <u>Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups.</u> ● <u>Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas</u> ● <u>Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including:</u> <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 	Y	

			<p>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.</p>		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> ● <u>Stagger</u> start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. ● <u>Communicate</u> arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. ● <u>Process</u> required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 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>Details of local arrangements:</p> <ul style="list-style-type: none"> ● 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. 	Y	
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> ● <u>Specific</u> assessment for those with SEND needs to help with adjustments. SENDCO assessed adjustment under Section M and communicated to staff on Conference Day 4/9/20 ● <u>Supply/peripatetic</u> teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. Supply teacher pack explaining procedures given to all supply teachers and any other colleagues coming on site to work with students ● <u>Consider</u> 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 ● <u>Dual</u> registered children can attend, but the two settings should liaise to agree controls. ● <u>Equipment</u> – <ul style="list-style-type: none"> ○ <u>Personal</u> items, e.g. pens and pencils recommended to remain individual ○ <u>Classroom</u> resources – can be used freely within the bubble/group, but subject to regular cleaning 	Y	
				Y	

		<ul style="list-style-type: none"> ○ 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. 		
		<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. ● Principles outlined above should be carried over, with emphasis on maintaining groups where possible ● If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). ● DfE to publish further guidance for LA provided transport. <p>Details of local arrangements:</p> <p>N/A</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	

			<ul style="list-style-type: none"> Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> Work back-to-back Install screens between workstations Developing a rota so that staff don't have to work together <p>We have provided additional spaces so staff don't have to be limited to a single office.</p> <ul style="list-style-type: none"> Prohibit shared workstations if robust cleaning cannot be ensured between users <p>Additional cleaning capacity will allow this</p> <ul style="list-style-type: none"> Complete and display the <i>Covid-19 Secure in 2020</i> poster <p>Displayed at Student Services</p>	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>Risk assessment shared with union rep for comment, summary will be shared with staff, students and parents in September for comment. Risk Assessment Review Meeting 17/9/20 (HT, DHT, 2 union reps, Facilities Manager).</p>	Y	
				Y	
				Y	
				Y	
				September	
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> <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. <p>Managed by site officer</p>	Y	
				Y	
				Y	
				Y	

			<ul style="list-style-type: none"> If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. N/A 	N/A	
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. Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. <p>No educational visits taking place until further notice. https://oeapng.info/ required reading for any member of staff planning a trip when circumstances change.</p>	N/A	
Intimate Care/Higher Dependency Pupils	Staff, Pupils	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<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). <p>PPE stocked at Student Services and in SEND office for when intimate care required</p>	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 16/7 Staff meeting training for staff to be followed with further details and training on Conference Day 4/9/20. Student training in bubbles WB 7/9/20 and in assemblies WB 14/9/20. details of how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. SLT will audit compliance weekly through observation walks and audits <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 on 17/7/20 in Parent Guide and is on website. Transgression of compliance by staff dealt with as required, using Behaviour Policy as appropriate.</p>	Y Y Y Y	

			<ul style="list-style-type: none"> Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. <p><i>Risk assessments reviewed at the end of term and will be reviewed again in the WB 17/8/20</i></p>	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 <p><i>As required</i></p> <ul style="list-style-type: none"> Guidance on setting up a suitable workstation provided on Hub coronavirus pages <p><i>Temporary Homeworking page available on the UL Hub</i></p> <ul style="list-style-type: none"> Additional equipment needs to be reviewed on a case-by-case basis <p><i>No additional equipment needs at current time. Will be reviewed WB 17/8/20</i></p>	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. <p><i>Staff will report any accidents to member of SLT or HR</i></p>	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	

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

Assessment completed by:	Lloyd Brown	Date:	9/10/20	Date of next review:	22/10/20
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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.

