



September 2020 back to school risk assessment

RISK ASSESSMENT DETAILS	RISK RATING & EVALUATION OF RESIDUAL RISK
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	Ebor Academy Trust
Academy	Haxby Road Primary Academy

TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA
DETAILS OF ACTIVITY	
RISK ASSESSMENT LOG REF	
OTHER RISK ASSESSMENTS CROSS REFERENCED*	
WORKPLACE INSTRUCTION REF	
DATE OF ASSESSMENT	14.9.20
MANAGER CARRYING OUT RISK ASSESSMENT	L Woodward
NAME OF EMPLOYEE CONSULTED	R. Malster K.Eddon T Long C Pidgeon & Health Safety Governor Andy Roberts All staff had sight of the RA before being submitted.
LOCATION OF ACTIVITY	Haxby Road Primary Academy

Headteacher / Principal
Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.

Signature

L. Woodward

Date 14.9.20

Assessing level of residual risk = impact x likelihood

IMPACT		LIKELIHOOD		
Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur
Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)	
Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)	
Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)	
Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur

What the final score tells you in relation to level of risk

	1 – 5	Very Low
	6 – 10	Low
	12 – 15	Medium
	16 – 20	High
	21 - 25	CRITICAL

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

This document has been designed to:

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

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

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

Prevention:

- ① minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ② clean hands thoroughly more often than usual
- ③ ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- ④ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- ⑤ minimise contact between individuals and maintain social distancing wherever possible
- ⑥ where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.



Number 6 applies in specific circumstances.

Response to any infection:

- ⑦ engage with the NHS Test and Trace process
- ⑧ manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ⑨ contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

Recognizing the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment **it is therefore critical** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) . Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
STAFF WELLBEING https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19				

Social distancing ①⑤	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times.	<p>Update and write new (where necessary) risk assessments for individual staff. Consider which bubble they will be working in and support children to try and maintain 2m.</p> <p>3 staff rooms for each bubble (KS2 1 staff room-staggered times for use)</p> <p>No of chairs reduced in the staff room and spaced 1 metre plus-2m</p> <p>Each bubble has their own designated toilet.</p> <p>Vast majority of staff to be off site by 4.30 to enable cleaning staff to work safely.</p> <p>Staff choice whether they wish to wear a visor or mask (staff provide their own masks and wash regularly).</p> <p>School encourages staff members to bring one in case of emergency.</p> <p>All staff to attend the training morning 7.9.20 socially distanced and through google meet in two groups.</p>	2 large class groups (32/34) within a classroom with up to 4 adults.
		Signage to remind about distancing	Updated Ebor posters will be put in place around school, additional floor spacing spots.	
		Ensure staff are aware of procedures	<p>Update information to staff using central services poster information.</p> <p>Regular emails and briefings via google meet to share updates/where staff raise concerns.</p> <p>All staff to read appropriate information, then sign to acknowledge through Google Form.</p> <p>Regularly monitor and check understanding. Review as appropriate.</p>	
		Encourage engagement with test and trace	<p>Follow government guidance and remind staff of this</p> <p>School will have a small set of Covid Test Kits.</p> <p>All staff to attend the training morning on 7.9.20</p>	Staff who may not have a smart device to enable this

Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	Staff to be reminded on training day regarding the guidance and procedures around using PPE appropriately. PPE equipment to be in all classrooms to allow staff to use when needed without having to access the rest of school. Guidance for double bagging PPE to be shared via staff training morning 7.9.20.	Older members of staff and vulnerable/clinically vulnerable - more likely to suffer more serious consequences if they catch coronavirus? Better to have a other member of staff allocated to wait with a child with a suspected case while a parent comes to collect them
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	1:1 or group 'cafe' with CMQ to ensure staff have the opportunity to speak openly in confidence to a skilled member of staff 1:1 sessions available within teams with pashe leader. Remind staff of the staff support line available to them Staff to work in bubble teams to support each other with planning	Timing suitable venue staff uncertainty, therefore may not engage
		Regular one to ones with staff to discuss wellbeing	See above	
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required	Staff to declare known allergies The offer of masks to be made Surgical masks would be made available should a member of staff present with a cough (this mouth & nose, and staff may bring their own masks too. Regular Monday morning emails to share staff updates based on any concerns.	Ensure in stock
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	Assess staff available within the bubble to see where HLTA/ATs/teacher can be utilised to work covering absent staff. CPD training for live learning led by Ebor Computing lead ensuring that staff are able to continue teaching should the bubble have to close Distribution sheets for Chromebooks to be updated and ready for children to take in case of a lockdown.	Where permission hasn't been given for live learning

			<p>All classes use google classroom and seesaw from the beginning of term to ensure children are familiar.</p> <p>Collect in consent for children to be able to access live learning prior to any possible future lockdown</p> <p>Staff to be able to quickly access resources to send home with children</p> <p>RA in place for live learning</p> <p>Children supported in class to access online platforms and develop independent learning skills</p>	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		2	3	6
AREAS OF CONCERN Specialist Teachers working in all classes across several schools.				
CHILD WELLBEING https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance				
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	Phase bubbles minimising contact where possible. Staggered phase break and lunch times. Need to consider the numbers of children all washing hands before lunch - children will need to be staggered and clean down between bubbles of sinks Hot water in place in every classroom- regular handwashing in place for each bubble. See individual risk assessments for children who require 1:1 support.	EYFS outdoor area - EYFS will all be one bubble (TS, Nu and Rec) so can all access outside provision on a free flow basis Number of toilet blocks in school are low for KS2 therefore there will be an increased chance of transmission.



Wellbeing	Children may be anxious with new rules and protocols	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'</p> <p>Staff to reassure children and explain when needed</p>	<p>Information out to parents, teaching them about protocols and encouraging them to talk it through with their children.</p> <p>Each teacher to share class video of the new routines and classroom. To share on social media on 7.9.20.</p> <p>Information to be sent home from Tim Moat/Gail Brown</p> <p>Head of School letter with key information.</p> <p>Staff to meet and greet pupils to welcome them each day.</p> <p>Lunchtimes and break times to be timetables so that children are able to maintain distance to other bubbles of children when accessing outdoor areas.</p> <p>Toilet area rota in place and to have signage so children are aware of the number of children allowed in there at any one time.</p> <p>Bubble leaders ensure that pupils visit the toilet before any outside play activity in order to limit those that need to return.</p>	
		Additional support to be available to work intensely with children in particular at start of term	<p>EYFS and new to school children will be planned for. SM to prepare to support key children and continue to work with identified children 1:1.</p> <p>Children to have additional rest breaks with healthy snacks if needed to support with stamina (in particular KS2)</p> <p>Staff to maintain a high alert awareness around pupils who are showing anxiety or wobbly behaviour and to set regular time for restorative and supportive conversations</p> <p>Wellbeing team to monitor and put key actions in place based on 1:1 need of the pupil and family.</p>	<p>Parents not being able to support where children may be upset coming into school - TS 'no tears' policy</p> <p>Budget implications for snacks if needed</p>



		Close monitoring and observation of children to identify any signs of distress	Schools updated safeguarding protocol to be adhered to. Daily/Weekly PSCH focus activities to take place Weekly assembly focus on wellbeing with key messages for children to develop a healthy mind.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 4	Impact 2	Score 8	
AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
Travel to school ①⑤	Virus may spread if too close contact	Minimise number congregating at same times by offering staggered start and end times where appropriate	Plan for children arriving and leaving school in place and shared with parents. This includes the earlier finish on a Friday One way system to remain in place. With an extended start from 8.30-8.50 and an extended finish from 2.45-3.10. Parents will be asked to drop off within these times and move quickly around the outside of the building. Parents to be allocated zones to wait in to minimise the groupings of	

			parent/child. Signposts to guide staff and parents to different entrance and exit points.	
		Allocate supervised group collection points	Cream Stairs to car park (ERP) EYFS play area Main playground	
		Ensure parents know they can't come onto site	Information shared in a letter to parents from the Heads of School.	Wellbeing Room for if a parent needs to have a conversation in private - full clean down after
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Lidded bin available with signage. Updated Ebor posters will be on all entry doors	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	RMH/VD to educate the class on correct use of masks on public transport.	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Cones will be placed for parking spaces for contractors and guests. Such guests into school must be pre arranged by appointment only	
		Number of entrances/exits at site maximised and limited to groups where practical	Most entrance/exit doors are being used with careful planning for set groups of children to enter/exit the building Signs on doors as a reminder	Pinch point round to the playground
Transport ①⑤	Pressure on public transport/road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Wellbeing letters and newsletters will be sent out to encourage parents and children to walk or cycle.	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	Very few members of staff use public transport but may need to consider flexible working if they travel at peak time	If staff need to be in for a specific time for supervising/working with children
		Guidance given to early years Staff on dealing with soiled clothing	Correct use of PPE guidance and PPE pack to be in every changing area, EYFS classroom and ERP disabled toilet.	Staff on hand to deal with toilet accidents in KS1 if only one teacher in class. Walkie talkies needed to communicate - member of SLT to support supervision of other children
		Area to change allocated, Bags to put clothing in provided	Separate change areas are allocated in EYFS and Tiny Steps. As they belong to one bubble they can be nearby	

Airborne transmission ①③	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored with controlled access and disposed of after a year	Part of school admission policy pack. Updated contact details for parents to be gathered on training day.	NA
		Health check questions to be asked before a child enters premises. Information to be securely stored with controlled access and disposed of after a year	Continue with current practise - children complete on the first day and then parent/carer reports any changes. Sheets locked in office cabinet Staff to remind parents to tell them of any known changes	NA
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non attendance	Ensure staff have had this information via an email to 'all staff' LW to share information relating to their absence. Procedure shared at training day 7.9.20	
Preventing those with specific health conditions from risks arising from attending ①②⑤	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Handover meetings from teacher to new year group will be held on Training Day. Office staff will print off current class lists with medical conditions. Info passed on to specialist teachers Posters around school to share information. Regular updates on the newsletter.	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	Social distancing spots will be placed at all access and egress positions . All visitors to make appointments. Visitors to wait inside the 'glass entrance' in the office (1 at a time) until the main reception area is clear.	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	Protective screen to be put in place Visitors to wear masks in the reception area until the screen is in place.	curved desk so specific order Price has come in so read to order - LW to decide which style TL

Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	Hand gel is provided by the reception sign in screen.	Do we need to look at how to wipe and clean large IWB as these have visible finger marks etc on them which will need wiping down daily in some way? Cleaning solution to clean smart TV - Get in touch with Vital CW spoke to IWB installers when installing board who said can be wiped clean with baby wipes - NOT antibac wipes.
Close contact and airborne transmission ①⑤	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins	Ensure there is a box of gloves in the main reception and a lidded bin . Admin to be clear of the process-gloves to be worn when packaging opened and then disposed of prior to removing contents of delivery. SLT and Safeguarding lead to wear gloves on the main entrance on a morning when receiving letters/packages from parents.	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Electronic log of visitors kept. Staff members to use the staff/school events calendar to limit the number of visitors.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Shared in guidance letter to parents. Posters to share information Regular updates on newsletter. Where a more immediate visitation is needed ensure social distance is observed and swift movement to a designated safe space is made.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 2	Score 6
AREAS OF CONCERN				

MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/ Contractors	One way systems where possible	Signs and arrows in place around school to mark one way system.	Consider the movement of EYFS/KS1 from playground to class. Is it wise to have them go all the way upstairs to come back down again or can we check the stairs going down from the playground and use this if it is clear? Or can the main entrance be used if there is a maglock on the main gate into school from the driveway?
		No assemblies unless via hangouts or within class groups	Classrooms to have webcams to enable google meet assemblies. Staff to remain in class to supervise	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Inline with RP policy, no member of staff uses a loud voice or a singing voice. RP class charter and Bubble charter will enforce this.	
		Rotas and systems to avoid contact between groups	Timetabled play and lunch breaks	
		Pinch points and bottle neck points identified and managed accordingly.	One systems will be in place and staff used to manage this accordingly especially during drop off and pick up	
		Identify where screens would help prevent transmission of virus	none known in school	
		Signage in place to remind people and daily reminders from line managers	Updated Ebor Posters distributed to remind staff of the expectations.	
		Educate staff and children on voice control for learning activities	Spanish - need to review the activities of singing, repetition activities etc and train kids to use voice in different ways. List of songs and voice activities to be completed at home? Antibacterial wipes available in each room for computer and desk area for visiting specialist staff to each bubble	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN The number of bubbles for specialist staff to work safely in one school / specialist staff working in more than one school. RA being completed for specialists (Music & Spanish travelling teachers) using all recent Govt. music guidelines from July 9th				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Years 3-6 to have forward facing desks with clear walkways. EYFS- year 2 to space out tables appropriately. space between teaching area & front row of children	Space available in classrooms with larger class sizes.
①②③④⑤		Enter classroom one by one, populating seats front to back to reduce contact where possible	Children to practise this in the first week back including lining up in the correct order.	
		Arrange seating for children to sit side by side no more than 15 per row where possible	Seating plan in place for all classes. Please can teachers share these with specialist staff	Acceptance that some pupils' ability to social distance will be variable both with each other and with staff. Individuals with high needs will find social distancing very difficult. All members of staff must put in place regular reinforced routines to train both the pupils and themselves to reduce risks.
		Minimise face to face child/teacher time	Teacher to have 2m space at the front of the class and space to walk around. Offer a face shield/visor	Large class sizes. There is very limited space and some classes will not physically have 2m 'spare' space to do this

			AT to hand out resources to minimise movement of specialist teachers Cleaning time between for computer/board/screen KS2 classrooms to be arranged appropriately in order to facilitate staff supporting children from a safe distance.	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Allocated cleaning times, cleaning kits safely stored in classrooms and checklists completed.	Resources between bubbles can be shared but touch point cleaning needs to happen.
		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Each bubble responsible for thoroughly cleaning shared resources after use. Quarantine area in the hall for resources to be unused for 72 hours and records kept.	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Classroom checklist to include opening windows and doors daily.	Weather in the winter.
		Own equipment only to be used by each child or allocated equipment where possible	Key stage 2 to have equipment between 2. EYFS and KS1 to use equipment in a small groups with regular cleaning.	
		Mark out areas to reinforce distancing	Spots on the floor. In areas of provision, limit number of children in each area and implement regular handwashing.	
		Daily awareness briefings by line managers, posters, manager spot checks	RMH/KE/CW to reinforce awareness daily.	
Early Years and KeyStage One (Yrs 0-2)	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	EYFS and KS1 classes to make sensible judgements. Staff reminded to move around the room. Outside classroom used as much as possible.	

Preventing transmission of virus in the classroom through close contact or surface transmission ①③④⑤			Information shared at training session 7.9.20 Follow 1:1 risk assessments	
	Staff/children potential exposure to virus through close contact or picking it up from surfaces.	Classroom to be organised to maximise distancing.	Areas of provision will be in place where appropriate Additional furniture to be removed to maximise movement around the room. KS1 new areas of provision in the lower hall to increase space for KS1	
		classroom base resources should be cleaned regularly, along with all frequently touched surfaces.	~Surfaces to be as clear as possible to enable easy and regular cleaning throughout the day. Touch point cleaning a minimum of 3 times a day. Classroom to carry out disinfection in line with touch point cleaning.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERNS				
STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Staff to adhere to rota to ensure timings of bubbles using the kitchen are separate. Staff to remain 1m+ apart at all times. Each bubble	

④⑤			<p>will clean down the kitchen area after use. Cleaning gloves and equipment to be disposed of in a lidded bin. 3 bubble staff rooms in place. Signage in place to remind staff to maintain minimum recommended Government distancing rules. Staff choice whether they wish to wear a mask on a daily basis (provided by themselves and washed regularly) there is no restriction placed by school. School encourages staff members to bring one in case of emergency. Ensure staff place a high priority on personal hygiene through awareness CPD and regular briefings/communications by line managers and signage posters.</p>	
		Cleaning schedule in place to ensure equipment cleaned after use	Cleaning rota on wall of kitchen/staff room.	
		Own utensils used	Staff to bring their own cups, cutlery and packups. Store and wash separately. Training provided on 7.9.20	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission ②③④⑤	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	<p>Restrict use of musical instruments as regular washing with soap/chemicals after each bubble use will damage equipment surfaces - wood, skin. Use body percussion and washable instruments. Basic sports equipment available for each bubble to solely use.</p>	Check music risk assessment

			Equipment for PE lessons to be roasted throughout the term with clear cleaning instructions and time to be left unused (72 hours). Equipment not in use to be stored away.	
		Encourage outdoor play wherever possible	Bubbles will be timetable throughout the day for x2 playtime breaks and a lunchtime break on either the field or the playground.	
		Rota and segregation for outdoor space to maintain distancing	Groups will be given allocated break times outside following the one way systems to move throughout the building	
		Rota for cleaning play equipment	<p>Play equipment will be available to use but will be cleaned after each bubble has used it. An allocated member of staff will clean down the climbing frame and seating area after each use</p> <p>ERP garden is open and available ONLY to the ERP bubble - staff will rotate deep cleaning of it weekly.</p>	Rotate the playground equipment Mon-Thurs - then new bubble the following Mon so 72 hour break
		wind or brass instrument playing in 1:1 lessons	Music specialist and all staff will be made aware of this. Music Risk assessment in place for the use of brass and instruments.	Music and Spanish specialists to plan according to this ensuring children do not sing
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
COMMENTS OR CONCERNS				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				

Close contact and surface transmission ④⑤	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	TS, Nursery and EYFS to eat in the dining room and will be timetabled. Other children will eat in their classrooms.	Adult must clean down tables and use gloves
		System in place to collect lunch boxes; ensures distancing can be maintained	Chn in small groups will collect their lunch box from their own cloakroom, AT can assist catering bubble in transporting the hot packed lunches	Enough time between sittings for catering staff/ support staff to deliver lunches.
		Catering staff treated as a group	Catering staff will work in the kitchen together accessing in and out from the car park door Staff to ring over to sign in as being present	
		All food waste must be disposed of in black bags/compostable bags	Each class teacher will be provided a bin liner and the caretaker will gather up at the end of lunchtime and dispose of the waste.	Dust pan and brush for each classroom to sweep up after lunch
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood) 3	Impact 3	Score 9
AREAS OF CONCERN				
CHILDREN WITH COMPLEX NEEDS				
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
Risk of cross contamination when dealing with children with complex needs ③④⑤⑥	Anyone in building could be exposed to virus through close contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	1m+ distancing to be observed by pupils and adults. Staff have already been given the guidance to read regarding PPE. Spots positioned in the corridor. PPE stations including gloves, aprons, masks, bite guards to be positioned throughout the ERP. Hand sanitiser stations positioned next to keypads. Masks/aprons/gloves to be used by staff when positively handling pupils.	

Access/egress in building ⑤	Staff/Children/ Contractors		ERPpupils to enter/exit building through cream stairs entrance at the back of building. Taxis to arrive staggered from 8.30-8.45am to ensure staggered entry. ERP staff to enter school using same entrance. Hand sanitiser to be positioned at door for pupil/staff to use when they enter the building.	
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets ②④⑤	Staff/Children/ Contractors	Ensure cleaning rota in place	Rota and checklists to be displayed outside each set of toilets. Additional cleaner employed to clean the toilets throughout the day.	
		Process in place to ensure adequate supplies of cleaning materials at all times	Admin staff to ensure cleaning materials are available at all times.	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Bubbles to have separate toilet times and limited number of children to access them at once.	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Lidded bins available at all key points with signage to ensure safe disposal.	
		Ensure adequate supply of paper towels and wipes	Admin staff to ensure wipes and paper towels are always available.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 3	Score 12
AREA OF CONCERN				

Note - two lots of toilets will have bubbles mixing	
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MAINTAINING HYGIENE

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

Hygiene practices ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Plans in place for each classroom and the curriculum design specific to the needs of our children.	Minimising contact with younger children.
		Ensure sufficient washbasins so everyone is able to wash hands regularly	Toilet blocks available for each phase bubble with hand basins in each.	3 classes using each block, staff available to manage.
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Open handwashing areas in EYFS so staff can supervise safely. KS1 staff members to observe from the corridor.	
		Build washing hands and 'catch it kill it bin it' into the culture	Children will be reminded about their bubble charter and the rules behind washing hands	
		Enhance cleaning regime for busy areas	Touch points cleaned every hour by AT and additional cleaner.	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	All classrooms will have a hand sanitizer by the door. All sinks will have hand soap and paper towels with bins to dispose of them.	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative	The ERP has hand sanitiser stations supervised by staff to ensure only small amounts are used. CIP posters with instructions.	

Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Each classroom will have a cleaning checklist on the classroom door.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 4	Impact 3	Score 12
AREAS OF CONCERN				
Note - bubbles will have to mix toilet areas for handwashing				
USE OF PPE – order via estates				
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe				
Ensuring safe and effective use of PPE ②⑥	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Staff have already been given the guidance to read regarding PPE. All classrooms access to PPE packs with instructions inside the pack.	
		Ensure sufficient PPE available	Staff will update office admin when PPE has been used and will replenish their resources	
		Ensure process in place for safe disposal of PPE	Inline with the Ebor guidance.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 2	Impact 3	Score 6
AREAS OF CONCERN				

CONTRACTORS				
Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	Contractor bookings to go through the main school office and be added to the electronic calendar.	
		Ensure declaration is signed prior to entering site	Managed by admin staff.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Guidance for visitors shared on arrival.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CARETAKING				
https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Safety and Provision ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe	Caretaker will resume work from a holiday period on the 1st September and run all of the preterm checks. All checks to be done prior to wider opening on the 7th September Boiler to be tried and tested WC 1.7.20	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Caretaker to do this week of the 1st Sept 2020	
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use	Claire to run TS washing machine Karen to run kitchen washing machine and dishwasher Rachel to run staffroom dishwasher All to be done 7.7.20	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of	Laura Woodward to contact Andy if there are staffing issues with this	

		staff make this impossible to manage locally		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	Impact	Score	
	2	3	6	
AREAS OF CONCERN				
GENERAL CLEANING				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	Cleaning staff to be made aware of the requirement to wear blue disposable gloves and aprons.	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Cloths to go in black bags at the end of the day. Ensure all mops are the correct type.	
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Touch point cleaning hourly and checklists to be completed.	
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Classroom checklists to be completed daily.	

General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Admin staff to collect all checklists weekly and store in the office.	
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method	Ensure all staff are aware of the process and that bags are available.	
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use	Classroom teaching team to carry this out.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
TOUCHPOINT CLEANING				
Airborne and surface transmission ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	Checklists and designated staff in place. Additional cleaner appointed	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				

CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Posters available around school for the process and updated guidance shared on training day.	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	Updated protocol in place.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood 3	Impact 4	Score 12
AREAS OF CONCERN				
WASTE MANAGEMENT PPE https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school	This is done in either the entrance to the cafe area or the porch area in main reception	
		All food waste must be disposed of in black bags/compostable bags	Black bags in all rooms to dispose of food waste. Bags to be collected after lunch time.	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	Correct bags available in all changing areas around school with instructions for disposal shared with staff and displayed.	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the	Ebor Covid-19 Disposal method shared with staff, displayed and available in all PPE packs.	

		Ebor Covid-19 disposable method used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 2	Impact 4	Score 8
AREAS OF CONCERN				
MANAGING PREMISES				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	T.Long and T.Luke to ensure this is in place.	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	T.Long and T.Luke to ensure process is in place and reports sent to A.R.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 2	Impact 2	Score 4
Areas of concern				

POLICIES / EMERGENCIES					



Fit for purpose policies & procedures	Everyone	<p>All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances</p> <p>All regular H&S policies being followed as normal</p> <p>Additional water checks done</p> <p>Staff and children briefed accordingly</p> <p>Toolkit produced containing all new policies, procedures and guidance</p>			https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020
Emergency evacuation whilst maintaining social distancing	Staff/Children/contractors , close contact transmission	<p>Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised</p> <p>Markers on fence to say where each class group should stand</p> <p>Put new / additional signage out if required</p> <p>PEEPS should be reviewed and amended accordingly.</p> <p>HRPA: N/A</p> <p>ERP: N/A</p>			https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
Administering First Aid & administration of medicines safely	Staff/Children. Contamination through close contact	<p>Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings).</p>			



Close contact and surface transmission		<p>Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/suspected infection with Coronavirus PPE pack located in each bubble plus an additional one at the main reception.</p> <p>Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1st aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p> <p>Process in place to undertake temperature checks</p> <p>Disposable forehead thermometers and PPE available.</p> <p>Provide instruction to staff and notify parents that Children with a cough must be sent home –reminders to staff in daily briefing</p>			
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Suspected case of	School Staff/Teachers/Parents/Visitors to School	Flowchart for procedure has been shared with staff and is displayed across the school			https://www.gov.uk/government/publications/guidance-to-education
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<p>COVID-19 in School Close contact and surface transmission</p>		<p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material SEIE PLAN</p> <p>Process in place for contacting parents where suspected case The member of admin staff working that day will contact parents and ask them to collect child from the community cafe entrance to school Room set aside for symptomatic children(ideally with a window that can be opened to provide ventilation)</p> <p>The community cafe, that way the child can be collected from that side of school and will limit movement through the building. There is also a phone and toilet in there should they be needed</p> <p>ERP: Sensory room will be used.</p> <p>2m distancing should be available / marked out in the rooms.</p> <p>Masks available for supervising adult in the isolated area.</p> <p>Ensure there is a 'kit' of PPE in the community cafe should a second member of staff need to attend</p> <p>ERP: Spare kit of PPE for adults in the</p>			<p>al-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</p>
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		<p>cloakroom.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p> <p>In case of a local lockdown the school will follow the PHE guidance.</p>			
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)			Impact 4	Likelihood 2	Score 8
COMMENTS OR CONCERNS					