

This risk assessment identifies minimum controls measures.

Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.

**RISK ASSESSMENT FORM**

<b>Assessors name:</b> SLT / Estates	<b>Date of Assessment:</b> September 2020	<b>Activity/Task:</b> Using School post COVID-19 pandemic lock-down
<b>All staff distribution / awareness</b>	<b>Service:</b> Hall Mead School <b>Group:</b>	<b>Headteacher:</b> Mr S London

Hazards	Who may be harmed & How	Existing Controls	Risk Rating (L X C)	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  'Hall Mead Pledge'  Established protocols deployed within current key worker provision.	3 x 4 = 12	Latest updates to be communicated with staff and parents where appropriate.  Year group bubbles and zones  Hand washing and sanitization stations throughout site at entry/exit points.  Deployment of fogging machines.  Classroom layout and zoning, including 2m exclusion zone for teachers' desks.  No collective use of communal staff areas.	2 x 4 = 8	SLT (daily)	

				Reduced meeting size and frequency and strict social distancing amongst adults.			
Shortage of staff	Students & Staff	<p>Space allocated where two class groups can be accommodated separately in the same area with teacher in the middle.</p> <p>Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending.</p>	4 x 3 = 12	<p>Shared staffing across Trust</p> <p>Use of Agency staff.</p> <p>Early start for 20/21 staff</p> <p>Daily monitoring and tracking of availability.</p> <p>Contingency built into current rotas.</p> <p>Half Termly analysis and protection of spare staffing capacity ready for deployment.</p>	3 x 3 = 9	<p>SH (HR Manager) (daily)</p> <p>COT (daily)</p>	
Staff providing support to teaching	Staff, students, contractors and visitors	<p>Staff to maintain social distance.</p> <p>Staffing levels on site to be kept to a minimum with other staff working from home.</p>	3 x 3 = 9	<p>Clear shared protocol in place ('Hall Mead Pledge' and HT permission required to attend site).</p> <p>Bespoke guidance for TAs according to room(s) and subject(s).</p> <p>Use of alternative remote delivery models where possible e.g. music tuition and careers IAG.</p>	3 x 3 = 9	<p>CON (daily)</p> <p>SLT links (daily)</p>	
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing/sending their child to school.</p> <p>Contractors asked health check questions on arrival.</p>	3 x 4 = 12	<p>Visual prompts and reminders through notices.</p> <p>Face mask protocol requiring removal and bagging/safe disposal upon arrival.</p>	2 x 4 = 8	LON (07.09.20)	

				Hand washing and sanitization stations throughout site at entry/exit points.			
Clothing	Staff, Students & Contractors and their families.	Uniform policy and staff dress code to stress need for frequent washing and sharing of uniform/spare kit to be forbidden.	$3 \times 3 = 9$		$2 \times 3 = 6$	LON & DUC (07.09.20)	
Arrival & Departure	Staff/Students	<p>Parents and staff to be asked to self-assess against Health check questions daily before child enters premises</p> <p>Class Groups to arrive and depart at designated gates at set times.</p> <p>2m social distancing to be enforced with staff and with pupils towards staff. Year group bubbles to be maintained other than through incidental contact e.g. passing during movement time.</p> <p>Staff to wear disposable gloves to open/close gate. Hands to be washed after glove disposal</p> <p>Hand sanitiser/wash stations to be used at entry and exit points.</p>	$2 \times 4 = 8$	Signage directing one-way movement and designated locations	$2 \times 4 = 8$	SLT & HoYs (daily)	
Teaching	Staff/students	<p>Social distancing and year group bubbles are the main method of control available to schools to reduce the spread of the virus.</p> <p>Year group bubbles and zones allow social distancing between year groups and adults around the school other than incidental contact.</p>		<p>Remote learning 'on tap' via Microsoft Teams as required as alternative to physical lessons.</p> <p>Use of tape and signage to designate safe zones.</p>		FRA (30.9.20)	

		<p>Disinfection regimes are in place between sessions.</p> <p>Timetabling must minimise the movements of staff and students around the school.</p> <p>No sharing of equipment without sanitization and adjustment of schemes of learning accordingly.</p>	3 x 4 = 12	<p>Bespoke arrangements in place according to individual teacher risk assessments and subject/teaching space constraints and demands, notably but not exclusively PE, Drama, Music, Art, Science, D&amp;T, SEND within the PLC.</p> <p>Windows and doors to be opened to maximise ventilation.</p>	2 x 4 = 8	SH (HR Manager) 07.09.20	
Laboratories /workshops/art /music and technology rooms	Staff/students	<p>Classes to be divided into groups which facilitate distancing.</p> <p>Students to be allocated set desks/workspaces spaced out at 2m minimum. (mark desks/benches in use/not in use). 1 staff member per group.</p> <p>Own equipment only.</p> <p>Use ICT equipment for demonstrations so that students can remain at their workspace.</p> <p>Windows and doors to be opened to maximise ventilation.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>	3 x 4 = 12	Use of tape and signage to designate safe zones.	2 x 4 = 8	Site Team (03.09.20)	
Transmission between groups	Everyone	Classes will always remain in designated rooms unless it is their allocated break-time or for		Cleaning intervals built into timetable.			

		<p>toilet use/movement to next lesson. Break/lunch supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.</p> <p>Year groups will stay within their zone for break times and have designated times over a split lunchtime.</p> <p><b>Movement in corridors, 'Hot Zones' such as changing rooms and shared emergency activities (e.g. Fire Drill) to be regulated with signage and supervision.</b></p>	3 x 4 = 12	<p>Amend/extend cleaning staff hours to support regime during the day.</p> <p>No food served at break-time. Lunch orders taken in advance via mobile app and collected within year group zones.</p> <p>Classes to enter room immediately and where this is not possible (e.g. science lab), clear waiting zone to be communicated and enforced. Staff to be punctual to lessons.</p> <p>No a.m. registration.</p> <p><b>Students, staff and visitors strongly encouraged to wear face coverings when occupying 'Hot Zones' and travelling through corridors.</b></p>	2 x 4 = 8	<p>MG (03.09.20)</p> <p>LON (07.09.20)</p>	
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning.</p> <p>Students to receive briefing and watch handwashing e-learning.</p>	3 x 4 = 12	Common induction for staff on 3 <sup>rd</sup> /4 <sup>th</sup> September and for pupils on 7 <sup>th</sup> /8 <sup>th</sup> September regarding routines and policies.	3 x 4 = 12	LON/HAL/ DUC (08.09.20)	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Staff to be competent in use and disposal of PPE.</p>	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	AF (07.09.20)	
Play/Sport/Exercise	Staff/Students	Year group bubbles must be maintained during all play/sport/exercise sessions and		No sharing of equipment such as bats/rackets etc.		SLT (daily)	

		<p>individual sports' Covid-19 protocols complied with. Year group bubbles will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p>	3 x 4 = 12	<p>Changing room protocol rigorously enforced by PE teachers i.e. use of wall mounted 3-ply wipes and spray at end of changing.</p> <p>Use of face masks for PE teachers when supervising changing.</p>	2 x 4 = 8	PE staff (daily)	
Lunch	Staff/students/Catering staff	<p>Students to wash/sanitize hands before eating.</p> <p>Designated lunch area for each year group, including use of classrooms. Lunches to be pre-ordered via mobile app and delivered to designated lunch area. Social distancing between adults and pupils to be maintained and encouraged amongst bubble when outside.</p>	3 x 4 = 12	<p>Staggered lunch arrangements.</p> <p>Designated midday supervision teams according to zones.</p>	2 x 4 = 8	SLT (daily)	
Emergency evacuation	Staff/students/contractors	<p>Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	3 x 5 = 15	<p>Individual year group evacuation practice during assemblies in w/b 14<sup>th</sup> Sep and walk through on 7<sup>th</sup>/8<sup>th</sup> Sep as part of induction.</p> <p>Regular briefing to staff and students on protocol.</p>	2 x 5 = 10	BAM (21.09.20)  SLT (daily)	
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) - (see also PPE	3 x 4 = 12	Designated suspected Covid-19 isolation room.	3 x 4 = 12	SLT (daily)	

		<p>competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p>				Duty First Aider(s)	
Student Behaviour	Anyone in building	<p>Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer. (This will need to be balanced against home vulnerability, safeguarding and supported SEND).</p>	3 x 4 = 12	<p>Revised Behaviour and Attendance policy implemented and communicated to all stakeholders.</p>	2 x 4 = 8	DUC (14.09.20)	
Access/egress in building	Staff/Students/Contractors	<p>Access and egress through common areas to be kept to minimum. External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems may be in place with floor marking and signage following risk assessment.</p> <p>Class group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in corridors &amp; key areas (e.g. toilets, stairwells, assembly points fire and meet and greet).</p>	3 x 3 = 9	<p>Use of tape and signage to designate safe zones and one-way system.</p> <p>Year group bubbles have designated entry point and exit points determined by location of final lesson.</p> <p>No locker use in Term 1 to restrict need for additional entry and exit into buildings.</p>	3 x 3 = 9	<p>Site Team (07.09.20)</p> <p>SLT &amp; HoYs (daily)</p>	

Toilets	Staff/Students/ Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)</p>	4 x 4 = 16	<p>Cleaning intervals built into timetable.</p> <p>Amend/extend cleaning staff hours to support regime during the day.</p>	3 x 4 = 12	<p>Site Team (daily)</p> <p>MG (07.09.20)</p>	
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	<p>Ensure Parents have completed allergy declaration forms.</p> <p>Parents to follow guidance on pre-school checks</p> <p>Students/staff with coughs caused by allergens to cover mouth &amp; nose with face covering.</p> <p>Information to parents to explain presence and purpose of these.</p>	3 x 4 = 12		3 x 4 = 12		
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular:</p> <p>On arrival/before leaving;</p> <p>Before eating;</p> <p>Before donning PPE/after removing PPE;</p> <p>After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>	3 x 4 = 12	<p>Increased volume and prominence of reminder notices / signage.</p>	3 x 4 = 12	<p>SLT (daily)</p> <p>MG (07.09.20)</p>	
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place				Site Team (daily)	



		<p>Hourly spot cleaning of highly used areas e.g. handles, handrails, toilet areas.</p> <p>Allocation of workstations to specific staff and students where possible.</p> <p>Use of disinfectants with ratio 1000 ppm available chlorine.</p> <p>Rotation of classrooms where space allows to allow time for any virus present on surfaces to die before re-use.</p>	3 x 4 = 12		3 x 4 = 12	SLT (daily)	
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	2 x 4 = 8		2 x 4 = 8	MG	
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE.</p> <p>Don &amp; remove PPE in specified order.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p>	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	AF (07.09.20)	

		<p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>					
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home <a href="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/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from Trust SLT and the Health &amp; Safety advisor. DfE/LA reporting protocols to be implemented and subsequent actions as outlined in HES publication <b>Interim Incident and Outbreak Management Plan Education Settings (1<sup>st</sup> June 2020, available on HES Portal).</b></p>	3 x 5 = 15	<p>Designated room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection..</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact. Immediately notify site team so deep cleaning of the area is undertaken. (specialised).</p>	2 x 5 = 10	First Aider(s) (daily)	

Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and liaise with HR. Individual risk assessments to be completed and implemented.	2 x 5 = 10	Consideration of allocation of duties to BAME staff and those with health conditions that do not require shielding so as to ensure social distancing.	2 x 5 =10	SH (HR Manager) (03.09.20)	
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Review date: **October 2020**

Date communicated to staff: **02.09.20**

**Is a safe system of work required** **Yes**

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

**If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.**

**Risk Matrix**

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

