

RISK ASSESSMENT FORM

Assessors name: SLT / Estates	Date of Assessment: May 2021	Activity/Task: Using School post COVID-19 pandemic lock-down from 8th March 2021
All staff distribution / awareness	Service: Hall Mead School Group:	Headteacher: 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	<p>SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>‘Hall Mead Pledge’</p> <p>Established protocols deployed during lockdown #1 key worker/vulnerable provision.</p> <p>National vaccine programme being rolled out.</p>	3 x 4 = 12	<p>Latest updates to be communicated with staff and parents where appropriate.</p> <p>Year group bubbles and zones</p> <p>Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Use of face masks when transitioning and in shared spaces.</p> <p>Deployment of fogging machines.</p> <p>Classroom layout and zoning, including 2m</p>	2 x 4 = 8	SLT (daily)	

				<p>exclusion zone for teachers' desks.</p> <p>No collective use of communal staff areas.</p> <p>Reduced meeting size and frequency and strict social distancing amongst adults.</p> <p>Use of twice weekly Lateral Flow tests for pupils, staff and households.</p>			
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> <p>Use of Microsoft Teams to enable remote teaching whilst class has general supervision.</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>Staff to abide by site protocols.</p> <p>Minimize outside visitors and ensure those that do attend,</p>	3 x 3 = 9	<p>CON (daily)</p> <p>SLT links (daily)</p>	

				<p>understand protocols before arriving.</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> <p>Use of face masks in classrooms where social distancing not possible.</p>			
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & 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> <p>Lateral flow testing programmes in place for staff and students.</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required.</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. Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Frequent messaging of self-isolation protocols.</p> <p>Use of twice weekly Lateral Flow tests for pupils, staff and households.</p>	2 x 4 = 8	LON (08.03.21)	
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 x 3 = 9		2 x 3 = 6	LON & DUC (08.03.21)	
Arrival & Departure	Staff/Students	Parents and staff to be asked to self-assess against Health check		Signage directing one-way movement and designated locations			

		<p>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 x 4 = 8	<p>Increased access pathways.</p> <p>Keep movement times under close supervision and constant review: weekly item at SLT meetings.</p> <p>Enhanced staggering arrival and departure times for KS3 and KS4 and revised entry gates.</p>	2 x 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>Disinfection regimes are in place between sessions.</p> <p>Timetabling must minimise the movements of staff and students around the school.</p>	3 x 4 = 12	<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> <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,</p>	2 x 4 = 8	Tech Team	SH (HR Manager) 01.03.21

		No sharing of equipment without sanitization and adjustment of schemes of learning accordingly.		<p>Science, D&T, SEND within the PLC.</p> <p>Windows and doors to be opened to maximise ventilation.</p> <p>Face coverings to be worn by teaching staff when they cannot maintain a 2 metre distance. Visors or face shields are not permitted without a face covering as well.</p> <p>For example, where one to one assistance is required. Where communication relies on being able to read another person lips, clear plastic face coverings can be used. Note that this is not as reliable as a standard face covering.</p>			
Educational Visits	Staff/Students/Volunteers/Members of the Public	Current DfE guidance states that Educational visits currently cannot take place.	$1 \times 3 = 3$	No educational visits in the Spring / Summer term	$1 \times 3 = 3$	SLT	
Transmission between groups	Everyone	Classes will always remain in designated rooms unless it is their allocated break-time or for toilet use/movement to next lesson. Break/lunch supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover	$3 \times 4 = 12$	<p>Cleaning intervals built into timetable.</p> <p>Amend/extend cleaning staff hours to support regime during the day.</p> <p>No food served at break-time. Lunch orders taken in</p>	$2 \times 4 = 8$	<p>MG (03.09.20)</p> <p>LON (07.09.20)</p>	

		<p>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>Movement in corridors, 'Hot Zones such as changing rooms and shared emergency activities (e.g. Fire Drill) to be regulated with signage and supervision.</p>		<p>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>Enhanced staggering arrival and departure times for KS3 and KS4 and revised entry gates.</p> <p>Face coverings to be worn by anyone in communal areas and anywhere that social distancing cannot be maintained. For example, classrooms and offices. Face coverings are not required when physical activity is being undertaken.</p>			
Staff & Student Competence	Anyone in building	<p>Common induction for staff on 3rd/4th September and for pupils on 7th/8th September regarding routines and policies.</p> <p>Reiteration of key messages to staff and students weekly through appropriate channels.</p>	3 x 4 = 12	<p>Staff to receive refresher briefing and complete hand washing e-learning.</p> <p>Students to receive refresher briefing and watch handwashing e-learning.</p>	3 x 4 = 12	LON/HAL/D UC (08.03.21)	

Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to be competent in use and disposal of PPE.	3 x 4 = 12	Mandatory remote training in fitting and use of PPE.	2 x 4 = 8	AF (as need arises)	
Play/Sport/Exercise	Staff/Students	Year group bubbles must be maintained during all play/sport/exercise sessions and 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. Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.	3 x 4 = 12	No sharing of equipment such as bats/rackets etc. Changing room protocols rigorously enforced by PE teachers i.e. use of wall mounted 3-ply wipes and spray at end of changing, face coverings, seating plans. Use of face masks for PE teachers when supervising changing. Ventilation of changing rooms and use of alternative venues e.g. Activity Studio	2 x 4 = 8	SLT (daily) PE staff (daily)	
Sports Day	Staff/Students/Members of the public	If parents/carers are attending then this must be limited to a maximum of 30 spectators in total (current guidance limits public gatherings to 30) Supporters/spectators/other pupils must be requested not to shout and chant. Spectators must be kept separate from school bubbles. Bubble separation must be maintained by being allocated separate areas.	3 x 4 = 12	Separate risk assessment must be carried out for sports day to include Covid related guidance. Use above sports protocols and communication avenues	2 x 4 = 8	SLT / PE team	

		See also section detailing Play/Sport/Exercise requirements.					
Emergency evacuation	Staff/students/contractors	<p>Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.</p> <p>Individual year group evacuation practice during assemblies in w/b 14th Sep and walk through on 7th/8th Sep as part of induction.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	3 x 5 = 15	<p>Regular briefing to staff and students on protocol.</p> <p>Revised procedure for staff/students with mobility issues.</p> <p>Updated map and procedure notices to staff and in classrooms.</p> <p>Drill(s) between 17th March and 1st April.</p>	2 x 5 = 10	<p>BAM (05.03.21 onwards)</p> <p>SLT (daily)</p>	
First Aid & administration of medicines	Staff/Students	<p>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 competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p>	3 x 4 = 12	Designated suspected Covid-19 isolation room.	3 x 4 = 12	<p>SLT (daily)</p> <p>Duty First Aider(s)</p>	
Student Behaviour	Anyone in building	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		Revised Behaviour and Attendance policy implemented and communicated to all stakeholders.		DUC (08.03.21)	

		period of restriction due to risk of infection transfer. (This will need to be balanced against home vulnerability, safeguarding and supported SEND).	$3 \times 4 = 12$		$2 \times 4 = 8$		
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 & key areas (e.g. toilets, stairwells, assembly points fire and meet and greet).</p>	$3 \times 3 = 9$	<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> <p>Lift protocol for individuals with mobility issues.</p>	$3 \times 3 = 9$	<p>Site Team (08.03.21)</p> <p>SLT & 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>	$4 \times 4 = 16$		$3 \times 4 = 12$	<p>Site Team (daily)</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.)		Cleaning intervals built into timetable throughout day. Amend/extend cleaning staff hours to support regime during the day.		AF (08.03.21)	
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	Ensure Parents have completed allergy declaration forms. Parents to follow guidance on pre-school checks Students/staff with coughs caused by allergens to cover mouth & nose with face covering. Information to parents to explain presence and purpose of these.	3 x 4 = 12		3 x 4 = 12		
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	3 x 4 = 12	Increased volume and prominence of reminder notices / signage.	3 x 4 = 12	SLT (daily) MG (07.09.20)	
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place Hourly spot cleaning of highly used areas e.g. handles, handrails, toilet areas. Allocation of workstations to specific staff and students where possible. Use of disinfectants with ratio 1000 ppm available chlorine.	3 x 4 = 12	Use of anti-viral mister spray for keyboards and mice.	3 x 4 = 12	Site Team (daily) SLT (daily)	

		Rotation of classrooms where space allows to allow time for any virus present on surfaces to die before re-use.					
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	Contractors to wear face coverings when on-site.	2 x 4 = 8	MG	
Transfer of virus onto/off PPE /face coverings	Staff /student and potential onwards transfer	<p>Wash hands before handling PPE. Don & 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> <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>	3 x 4 = 12	<p>Mandatory remote training in fitting and use of PPE.</p> <p>Student briefing upon return and regular reinforcement.</p>	2 x 4 = 8	<p>AF (as need arises)</p> <p>DUC (08.03.21)</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 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</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 & Safety advisor. DfE/LA reporting protocols to be implemented and subsequent actions as outlined in HES publication Interim Incident and Outbreak Management Plan Education Settings (1st June 2020, available on HES Portal).</p>	3 x 5 = 15	<p>Designated room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</p> <p>A face mask should be put on the person who is suspected of Covid-19. PPE 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)	
Educational Visits-Spread of virus by	Staff/Students/Volunteers/Members of the Public	Current DfE guidance states that Educational visits currently cannot take place. Future educational visits	3 x 3 = 9	No educational visits until further notice. Review on a case by case basis. Schools	3 x 1 = 3	SLT	

students/staff going on trips outside school		risk assessments must consider risks from Corona Virus.		must carry out a separate risk assessment - See standard procedures to cover educational visits.			
Transitional & Taster sessions	Staff/Pupils/Visitors	Schools should complete thorough risk assessments before running transitional or taster sessions. The assessment must include how bubble integrity (host school bubbles & visitors' school's bubbles) will be ensured.		Individual assessments made for each school		SLT	
Open Days	Staff/Pupils/Visitors	No face-to-face open days. Virtual tours to be implemented.		Virtual tour experience created		JM	
Review date: May 2021		Date communicated to staff: 18/05/2021					
Is a safe system of work required		Yes					
<p>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.</p>							
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.

CONSEQUENCE

Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
Insignificant	1	1	2	3	4	5	
		1	2	3	4	5	

LIKELIHOOD

Low to High