



Risk Assessment

Location	Assessor	Date Originally Completed
KA whole School – 20-21	ML/AD	10.07.20

Hazard (What have you identified?)	Risk (What could happen? Who can be affected?)	Description	Control Measures	Led by	Risk L/M/H	Further Actions	Risk L/M/H
Working in close proximity with other members of staff	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> Frequent washing of hands with soap and (running) water / alcohol based hand gels. As per timetables with hand-washing prior to eating. Implement guidance from public health England ensuring 2 metre separation where possible. Staggered arrival and departure from school, year group 'bubbles' (10 minute intervals with 3 entry points and an identified exit point for EYFS/KS1 - creating a one way system for KS1 Ensure absolute maximum of 30 pupils in a classroom space. Year group bubbles to run throughout school. All adults to adhere to social distancing measures. Adults are allowed to move within their allocated space and around school to support curriculum but maintain social distancing. Staff supporting more than 1 bubble for cover to following handwashing and social distancing advice. Desks in room to be forward facing, from Y2-6 with clear seating plans in place that are easily accessed on SharePoint. Children to attend set learning areas and use same furniture daily. Removal/cover of unnecessary items from classrooms. Ensure toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time to 1 pupil at a time. Specific toilets for each bubble to avoid cross-contamination. YR – YR toilets, Y1 – Y1 toilets, Y2 – Y2 toilets, Y3/4 - toilets by IT suite, Y5/6 - Toilets by old hall Toilets to be clearly identified for each bubble. With separate cubicles and sinks for each bubble alongside girls & boys Lunch to be held in classrooms for years 3-6. Timetables to support exiting & entering school including staggered playtimes. 	ML/B T	M	<ul style="list-style-type: none"> Social distancing put in place during school day – markers to support. Remove items which are difficult to clean, such as those with soft furnishings or intricate parts. This includes areas outside where wooden furniture has been painted to support cleaning Gain advice from PHE when there is a confirmed case of COVID-19, following procedures set out by BCP. Set up isolation space (1st Aid room) in school including the use of clear signage of areas not to be used Ensure provision of handwashing / hand sanitiser in all working spaces. Ensure provision of items to support PHE guidance – bins, tissues, posters. Ensure classrooms and work areas are well ventilated. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Specific Risk assessment for specific pupils to enable measures to be undertaken. Medical supplies to be available on all playgrounds in 1st Aid bags, including relevant PPE. Staff room re-organised to comply with 2m distancing. Teachers to keep a record of seating plans to enable tracking. To be available via SharePoint Masks can be worn in school by pupils following shared guidelines, including the appropriate storage. Staff, unless exempt, to wear a face mask in communal areas including corridors playground and on gates. All meetings to be held remotely via TEAMS unless it is deemed a necessity to meet. In this case social distancing and sanitizing/handwashing procedures must be adhered to. Ensure all workstations are cleaned down (Keyboards, desks, mouse etc.), when handing over cover of the class for PPA etc. 	L

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Virus transmission through touch to objects	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by touch to infected objects.	<ul style="list-style-type: none"> • Frequent washing of hands with soap and running water / alcohol based hand gels. As above • Thorough hand washing on arrival to school, before eating and on departure. • Timetables identify additional points of day for handwashing/sanitizing. • Practise of 'catch it, bin it, kill it' with tissues when sneezing. • Daily cleaning of all 'high touch' items, including door handles and hand rails, push plates, taps, flush handles, tables, chairs, work surfaces. • Toilets additionally disinfected. • Increased cleaning surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. BT • Isolation in control room followed by collection of any pupil who shows symptoms of Covid-19. Testing signposted or kit given. • Provide individual equipment for pupils to use. • Individual spaces for pupils within groups. • Cleaning expectations shared from company. • Books taken home during the week to be put into isolation for at least 72hrs prior to recirculating 	BT	M	<ul style="list-style-type: none"> • Routine cleaning of any equipment that is shared between children. Use of Milton in YR and Y1 all other children for play based equipment. • Tables disinfected before and after lunch. • P.E. equipment cleaned with disinfectant following use. • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Adults in charge of groups log items for additional cleaning to Phase Lead - such as Science equipment for experiments. • Encourage children to not touch their faces. • Ensure tissues available in every classroom. • Ensure that help is available for children and young people who have trouble cleaning their hands independently. • Ensure that bins for tissues are emptied throughout the day as necessary. • Ensure additional cleaning of key door pushes in the day. • Provide support to specific pupils to enable measures to be undertaken. • PPE and cleaning products in all rooms for surfaces including IT. • Cleaning products in place at Photocopying stations. • Churchill's covid-19 procedures shared and agreed. Site manager/SLT to maintain feedback to company and Director. • Ensure all workstations are cleaned down (Keyboards, desks, mouse etc.), when handing over cover of the class for PPA etc. 	L



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Parents and visitors transmitting Covid-19	Transmission of Corona Virus / Covid.19	Transmission of corona virus / covid.19 between people by close contact	<ul style="list-style-type: none"> • Only 1 parent/carer per child on site for Years R/1/2 during drop off/pick up time slot and must follow the 1-way system, which includes hand sanitizing stations. • No parents on site at any other time of the school day, unless prearranged and agreed by SLT for a specific purpose. • School office closed to parents for face to face – phone & email communication only. • Distancing supported outside of school in holding bay through signs on the school fence posts and markers on pavements. • Signage on gates at entry and exit points with reminders for social distancing. • Specific gates for year groups to line up with areas for each year group. Parent's informed of staggered times and discouraged from arriving earlier. Social distancing markers in place • Distancing supported at drop off doors through identified markers on the playground. • Staff / parent interactions at minimum distance of 2 metres. • Teachers to use phone communication if required to speak to a parent beyond that which can be managed safely at drop off and pick ups. • Staggered entry for pupils for drop off and pick up. 	SLT/ BT	M	<ul style="list-style-type: none"> • SLT to monitor social distancing between staff and send out regular reminders via email and in staff briefings. • Site manager and SLT to monitor transitions into school and out of school. • Visitors who cannot carry out work remotely and visit is vital to the health and or welfare of staff students and families will be allowed on site. SLT will designate a space to be used in these circumstances, windows and doors open for ventilation, PPE if appropriate. • SLT to authorise all visits. • Implement Track and Trace system for visitors. • Parents asked to wear facemasks when coming on to site/drop off/pick up. Reminders in letter based updates. 	L



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Contractors Service Engineers Etc.	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> Separate working areas should be in place and no contact between Staff or students should take place 	SLT/ BT	M	<ul style="list-style-type: none"> Should the work needed be in areas of the school in use. This should be carried out outside school hours by arrangement. Site manager to liaise with contractors re: timings and no-one allowed on site unless prior arrangement. Site manager to ensure all contractors adhere to social distancing measures in place on school site. Implement Track and Trace system for visitors 	L

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Working with students	Transmission of Corona Virus / Covid.19	Transmission of corona virus / covid.19 between people by close contact	<ul style="list-style-type: none"> • Staff working with children should observe social distancing at all times where possible – 2m. • Staff discouraged from taking pupil work home with them • Live marking in class to minimise risk • Pupils encouraged to get support with work by having things re-demonstrated by the teacher at distance • Students should be encouraged to wash hands frequently including timetabled times. • Use tissues when coughing or sneezing and easily understood instructions on how to maintain the 2mtr distance between people should be given as often as possible • Reinforcement of all the instructions and measures should take place as often as needed • Timings for break and lunch to be staggered to support social distancing. 	ML	M	<ul style="list-style-type: none"> • Classrooms to be set up to manage social distancing including forward facing desks from Y2-6, individual work equipment for all. • Common areas to be restricted and to be used only by people working in that area. • Plans to be in place to keep movement around the school to a minimum. • Timetables & Site maps shared on SharePoint one-drive, in class • Clear markers indicate one-way system for entry and exit during drop off and pick up for identified year groups. • Clear markers identify walking on the left in school zones. Children are limited to their zone of the school and do not go into other zones for any reason. • Clear markers in place around school building to support staff and pupils. • Pupil toilets to be coded to each bubble within the zones. • Where required, identified walkways in place to support social distancing from playground to field. • PPE to be worn if supporting intimate care. • Masks and Visors to be worn in accordance with guidelines. 	L

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Corona virus Infection in staff	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> Anyone showing symptoms or suspects they may be infected should not come into School observe the Public Health England and government advice. Suspected cases contact ML in order to access direct testing on receipt of the result of any test the school or trust should be informed and medical guidance followed. 	ML/JT	M	<ul style="list-style-type: none"> When symptoms are first noticed, member of staff to self-isolate and take a test as quickly as possible, not returning until a negative result has been confirmed or 10 day isolation is up (whichever comes first) If a member of staff's family has symptoms, the whole family need to isolate and the person showing symptoms takes a test. They either need to isolate for 10 days or can return when a negative result has been confirmed if they are not showing any symptoms. Confirmed cases of Covid-19 from an adult results in immediate 10 day isolation for individual (and their family) SLT / Trust follow up procedures (e.g. isolation of group where adult was working) contacting PHE. 	L
Corona Virus Infection in students and their families /carers	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> No Student or Parent/Carer should come into school if they are showing symptoms or have or suspect they may have been in contact with someone who has or may be infected. Instead they need to follow guidance – if showing symptoms get tested/isolate for 10 days. If had contact with a positive case, isolate for 10 days from last contact. Reinforce the procedures to control infection transmission and to follow the guidelines set out by Public Health England and the government 	ML	M	<ul style="list-style-type: none"> Remain vigilant - if information comes to the school that gives reason to suspect a student or family could possibly be infected it should take careful consideration to act to protect Staff other Students /Parents/Carers. 	L

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Infection within the school	Transmission of Corona Virus / Covid.19	Suspected cases of Covid-19 through identification of symptoms	<ul style="list-style-type: none"> Any pupil / adult showing suspected symptoms of Covid-19 to be moved safely and sensitively to isolation room (1st Aid room. Extractor Fan to be on. Door open for ventilation. Face mask to be provided to individual and those supervising (face mask and gloves). Child / adult to be sent home and testing arranged. Ensure all pupils walk down the corridor on the left hand side. Any areas that have been touched by the person displaying symptoms to be cleaned thoroughly 	SLT	M	<ul style="list-style-type: none"> Confirmed cases of Covid-19 from an adult → immediate 10 day isolation for individual . SLT / Trust follow up procedures (e.g. isolation of group where adult was working) from BCP guidance including contacting PHE Close contact identified and relevant staff/families contacted. Track and trace procedures available with be instigated. Return to school if negative. Monitor all movement around the school. Identified Isolation room (1st Aid Room) with appropriate flooring and PPE. Site maps shared and put up around school. All non-bubble staff to have PPE set. Specific RA in place for outdoor activity to ensure Government guidelines are followed. 	L
Physical Activity in School	Transmission of Corona Virus / Covid.19	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> Pupils should be kept in consistent groups sports equipment thoroughly cleaned between each use by different individual groups For sport provision, outdoor sports should be prioritised where possible Encourage social distancing in all lessons and physical activities. 	TT	M	<ul style="list-style-type: none"> Open windows and doors or use air conditioning systems wherever possible when undertaking indoor PE lessons. Additional RA to be completed if we work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so Maintain school hygiene expectations at the start, during and end of physical activity. 	L

Next Review Date: End of Jan '21



KEY:

LOW	MEDIUM	HIGH
Acceptable risk	Further Controls necessary	Unacceptable Risk, the task requires further assessments and changes.

Change Review Log	
Date	Present
14.12.20	Updated ML Including change in isolation period to 10 days from 14.
03.01.21	Updated ML