EBOR ACADEMY TRUST

July 2021 update school risk assessment

RISK ASSESSMENT DETAILS

	Ebor Academy Trust
Academy	Easington Primary Academy

TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA
DETAILS OF ACTIVITY	
RISK ASSESSMENT LOG REF	
OTHER RISK ASSESSMENTS CROSS REFERENCED*	Easington – wider school reopening
WORKPLACE INSTRUCTION REF	
DATE OF ASSESSMENT	July 2021
MANAGER CARRYING OUT RISK ASSESSMENT	Emma Leigton
NAME OF EMPLOYEE CONSULTED	
LOCATION OF ACTIVITY	Easington C of E Primary Academy

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

Signature	**Date**
E J Leighton	**3/7/21**

RISK RATING & EVALUATION OF RESIDUAL RISK

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**

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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***

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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. *If you propose to accept the risk as you are unable to mitigate it, please note this.*	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. *If you feel preventative measures are not possible or appropriate, please state this along with your reasons*
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	Staff use different entrance and exit doors Limit the movement of staff around the school Teachers to stay with class groups. Communal areas for intervention timetabled. Main corridor needs restrictions. Inform teachers not to mingle in breaks, daily reminders and signage reminders Signs in place. Staff to use hall or spare classroom for breaks. 1 adult per classroom EL, GF, ED – to use toilet in front entrance JB and DG – to use disabled	2 sets of toilets to use plus disabled toilet. Allocate staff to certain toilets. Other staff and children have to walk through communal areas where there may be interventions in place.

			toilet in front entrance, VS to use staff toilet in EYFS.	
Social distancing ①⑤		Avoid unnecessary contact with other staff members	Staff to keep any face to face discussions/meetings to a minimum and avoid in close proximity, always 2 metres away and masks worn in these meetings. Catch-up conversations should be kept brief, socially distanced and whilst wearing masks. Where possible meetings with the whole staff to be completed via Google Hangout.	
		Signage to remind about distancing	Signage up around the school and also in the playground. Signage refreshed in Sept 21.	
		Ensure staff are aware of procedures	Staff meeting in July 2021 Staff handbook Staff reread risk assessment July 2021 and sign.	Regular review of procedures
		Encourage engagement with test and trace	Staff aware of expectations Staff handbook Procedure sheets on display Update on new advice about being a contact – July 2021 with reviewed pathway.	
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	PPE guidance and training undertaken by all staff PPE equipment kept in an accessible are for all Regular handwashing and hand sanitiser Masks worn in communal areas. PPE best practice read by all staff Staff briefing July 2021 – safety	PPE equipment checked and ordered by GF .

			advice given following guidance as well as Delta variant and increased cases in ER. Staff update July 2021	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Make sure staff get breaks away from the children - lunch managed now. Ensure all staff get PPA that they are entitled to. Additional time given to manage vulnerable child paperwork and provision in place for ED when EL out of school (ESIT). Work together as a team to support each other.	
		Regular one to ones with staff to discuss wellbeing	Regular check ins with staff.	
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required	Ensure following health and safety procedures. Well- being meetings as above. Regular updates of measures in place and any new advice implemented.	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	All staff working together as a team with allocated roles. Staff aware of good practice. Staff meetings from September focus on training for improved IT provision.	Shortage of adults to cover staff who are off ill. Contingency plans in place with Ebor is needed if EL goes off sick
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood**	**Impact**	**Score**
		4	3	12

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AREAS OF CONCERN **Lack of staff for different roles** **Higher expectation of staff to be multi skilled and cover range of situations** **No spare staff for well being** **Staff off sick will put pressure on remaining staff** **A contingency plan is in place if EL goes off sick.**				
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	Whole school can be a bubble but is still separate the children as much as possible into 2 smaller groups. Use 3 different entrances, have 3 separate toilet blocks, separate the playground into 2 areas. Split the communal/ intervention areas so that each group have their own.	Changed from 3 to 2 smaller groups due to staffing. EYFS/KS1, Year 3 = 1 bubble = 18 children Year 4,5,6 = 1 bubble - 16 children HLTA and EL to cross bubbles.
Wellbeing	Children may be anxious with new rules and protocols	Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'	EL and ED meet regularly with parents to reassure and highlight the importance of masks when dropping off. School specific letters to all parents.	

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		Staff to reassure children and explain when needed	Well- being resources handed out for over the holidays. Regular well being time created to discuss children's concerns. Well- being role in place where possible.	
		Additional support to be available to work intensely with children in particular at start of term	Wellbeing team managed in class due to staffing. Staff aware of online resources. Staff to use wellbeing folder on shared area. Wellbeing room created.	Contact appointed with responsibility for wellbeing.
		Close monitoring and observation of children to identify any signs of distress	Small class sizes – all adults to monitor. All adults have completed extra CPD during lock-down to prepare them. Weekly welfare meetings with all staff to share concerns or seek advice.	
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 **EL is Head of school, full time class teacher and Safeguarding Lead**				

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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	Reduced extended start and pick up times. Drop off between 8.50 – 9.00. Register at 9.05 Pick up between 3.15 Adult on each door. EL monitoring playground.	
		Allocate supervised group collection points	Children entering and leaving using 3 separate entrances. Markings on the playground for children and parents to wait.	
		Ensure parents know they can't come onto site	Staff training.- relook at this to ensure parents are not stopping and talking for lengthy times. Parents are able to come and meet in the hall if prearranged and sign visitor sheet.	

			Letters to parents Notice up at entrance	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Staff remove travel face coverings. Staff put on new face covering to be used in all communal areas within school.	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	Not applicable	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Contractors and visitors to use space next to school bus. Visitors by appointment only. Notice in reception outlining guidelines.	
		Number of entrances/exits at site maximised and limited to groups where practical	3 entrances for children to use. Staff to use front entrance.	
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	Letter to parents	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	N/A	
		Guidance given to early years Staff on dealing with soiled clothing	Revised Intimate Care Policy Staff training	
		Area to change allocated, Bags to put clothing in provided	Staff to bring in spare set of clothes. Bags kept in disabled toilet area and EYFS staff toilets.	

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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	Form to recomplete June 2021.	
		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		Not needed.
		Staff to wear face mask/ covering when moving around the school (e.g. any time when outside of normal classroom setting)	Regular verbal reminders/ posters in school, as well as emails to remind, especially in line with Delta strain. Use of mask in class when 2m teaching is not always practical (maintain 2m distance when not wearing mask)	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non- attendance	Lateral flow testing. Staff handbook	
High number of cases in local area - airborne transmission	All staff, pupils, parents/carers and visitors.	Use of masks/ face coverings for all parents/ carers as soon as they enter the school site (implemented from 30/11/2020)	Letter to parents, reminder in newsletter, posters. Verbal reminders at drop off & pick-up. EBOR letter sent to reiterate.	Possible medical exemptions - encourage as many as possible to wear face coverings.
Preventing those with specified health conditions from risks arising from attending	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	Risk assessments to complete if needed. Information to parents Visitors risk assessment.	

①②⑤				
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	Lines painted on the playground Signage up Parents letters Head on duty on the playground	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	Reception full enclosed- reduced risk from visitors. Staff working office staff enter but wear a mask and remain at 2 metres social distance. JC to not visit during Delta variant as in another school. When in school to work on the wellbeing room, socially distanced.	
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes and hand gels on the sign-in desk at Reception.	Visitors to sign in with pen- wiped after use. Complete visitor form.	
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	Reception staff to follow rules and procedures. Lidded bin in entrance hall.	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number	Visitors by appointment only. Facility made to see visitors out of EL's office - hall.	EL's office too small for social distancing. Visitors to use larger space - hall.

		in at any one time. Log of visits should be retained	All visitors to provide a name and contact number.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Parental information given out backed up by verbal clarification if needed.	
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				
MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/ Contractors	One- way systems where possible	3 small groups- have own set of toilets, intervention area. Staff to remain as much as possible in 1 area of the school. Children remain in classrooms for lunch to avoid movement around school. Staff to stay in own rooms as much as possible during school day. Staff to eat lunch in the hall as allows for social distancing.	Unable to have 1 way on the only corridor that isn't wide enough for social distancing. Make sure all staff members know to give away before using the short corridor.
		No assemblies unless via hangouts or within class groups	Staff handbook	

		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Staff training. Children being trained. EL to monitor consistency across the school. Posters put up reminding everyone to use indoor voice.	
		Rotas and systems to avoid contact between groups	Playground separated into 2. Hall used at lunchtimes. Staff room only to be used for the fridge or to make a drink.	
		Pinch points and bottle neck points identified and managed accordingly.	Staff room. Use of corridor outside of GF office.	
		Identify where screens would help prevent transmission of virus	Not needed	
		Signage in place to remind people and daily reminders from line managers	Signs in place outside and around school.	
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 **Narrow corridor outside the admin office. Ensure give way system is used at all times by staff.** **Score raised due to higher rate of potential infection from new strain of Covid.** **Reminder to staff to be vigilant.**				

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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	KS1 – 16 tables needed. Children now sit in tables. Use of intervention area for some CP. Use of spare classroom for intervention work. Classroom to be kept to a minimum with amount of furniture in. KS2 – children to sit in rows.	Furniture kept to a minimum.
①②③④⑤		Enter classroom one by one, populating seats front to back to reduce contact where possible. Children to exit the classroom one by one to allow use of toilet/ handwashing facilities.	Children have allocated spaces and only move if the area has been cleaned. Intervention areas cleaned between each use.	
		Arrange seating for children to sit side by side no more than 15 per row where possible	KS2- children sitting in rows.	
		Minimise face to face child/teacher time	Children using chrome books. Spare classroom used	

			Outdoor classroom created. Less children in classroom can give teacher more room at the front of the classroom	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Staff handbook. Posters up around school. Staff to have tray with wipes, anti bac spray, gloves.	
		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	Whole school is 1 bubble - although do not ever meet as one bubble. Each class will have their own science resources. Art will be done on different days between the KS1 and KS2 class. Area set up for any resources that need to be quarantined. TA to clean P E equipment between different classes usage - need to ensure this is still happening.	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	All areas have adequate windows. Open windows where possible, even if only for 10 minutes at a time during cold weather, to allow blow through of fresh air. Windows are open all day. Outdoor doors open during break times to allow lots of fresh air to enter.	School is very cold. Windows may be shut in classrooms but ensure there is adequate ventilation by keeping doors open or opening windows in communal areas.

		Own equipment only to be used by each child or allocated equipment where possible	All children to have all their own stationery. Children told not to bring in anything from home - reading books coming in and being changed with 72 hour gap. Parent letter	
		Mark out areas to reinforce distancing	Areas marked out in classrooms to protect the teacher. In playground – use of a barrier.	
		Daily awareness briefings by line managers, posters, manager spot checks	Procedures in place. Staff handbook.	
	TA/ Teaching staff	Only 2 members of staff in the classroom at any one time. Ensure socially distanced and wearing masks if going into another classroom.	EL to brief staff members. Verbal reminders as and when needed.	
Early Years and KeyStage One (Yrs 0-2) Preventing transmission of virus in the classroom through close contact or surface transmission ①③④⑤	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Small class sizes. Constant wiping procedures already in place. Supply of anti bac spray and wipes. Staff advised to change clothes daily. Staff advised to bring in spare set of clothes and to change if needed. Black bin bags provided for carrying soiled clothes for staff.	

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 **score raised 05.01.021 due to higher transmission rate of new strain of Covid.**				
STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Rota completed. Staff handbook Staff to use hall with windows open for breaks. Staff wash hands before using shared items such as kettle, microwave, fridges etc. Wipes in all communal areas to wipe down after use.eg photocopier. Max. 2 members of staff to sit in staffroom (distanced) at any one time, with max 1 other person to use kettle/ microwave at the same time.	EL to recap and highlight this with staff.

			Masks to be worn when not sitting to eat/ drink. Max 2 adult in staff room to make drink, use fridge etc. Remind all staff to avoid unnecessary contact with others. Staff members to use alternative break area if possible (i.e. spare classroom – easier to distance)	
Airborne transmission		Windows and doors must be open to be maximise ventilation.	Open windows when the staff room is in use to allow blow through of fresh air. Outside doors left open during break times.	
		Cleaning schedule in place to ensure equipment cleaned after use	Staff to clean their own equipment and resources after use. EYFS to leave items to soak in Milton overnight. - revisit this.	
		Own utensils used	Staff handbook	
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 **Ensure rest rooms are cleaned thoroughly at the end of each day.** **Score increased due to increased rates of transmission from the new strain of Covid**				

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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	Staff handbook. Clean own equipment/resources after use.	
		Encourage outdoor play wherever possible	EYFS new bikes etc. Outdoor classroom set up in shelter on the playground	
		Rota and segregation for outdoor space to maintain distancing	Can all use the play ground. Barriers ordered to separate the small classes on the playground. Monitor outdoor play equipment that can be used.	
		Rota for cleaning play equipment	TAs can clean. Staff handbook	
		No singing, wind or brass instrument playing	Inform music teacher Staff handbook	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	Impact 2	**Score** **4**
COMMENTS OR CONCERNS				

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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	Can also use intervention areas outside the classroom. Use of TA to cover lunches	
		System in place to collect lunch boxes; ensures distancing can be maintained	Lunchboxes to be kept in 1 place outside of the classroom. Given out to children by the TA Children collect their own packed lunches.	Staff give out hot lunches. One member of lunchtime staff in each classroom/area.
		Catering staff treated as a group	1 cook working by herself in the kitchen.	
		All food waste must be disposed of in black bags/compostable bags	Staff handbook. Lunchtime procedures.	Order more black bags.
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood)** **1**	**Impact** **1**	**Score** **1**
AREAS OF CONCERN				

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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**	Staff understand guidance about wearing PPE equipment if having to team teach. Strict cleaning by adult 1 to 1 – every time child touches resources. - Revisit. Support plans completed.	Outside agencies involved
Access/egress in building ⑤	Staff/Children/ Contractors		Children have separate entrances Minimum number of contractors into the building. Contractors appointment only.	
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	Point of contact cleaning, toilets cleaned three times a day.	1 member of staff clinically vulnerable. caretaker 10 hours per week. Improved cleaning regime.
		Process in place to ensure adequate supplies of cleaning materials at all times	GF and NP to keep up to date with supplies and GF to order as needed.	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Each small class have their own set of toilets. Staff toilets – when using the toilet put a cone outside so other staff members give space for the staff member to exit the toilet with plenty of room.	Staff toilets an issue as staff will have to come down communal corridor.
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 in all used areas. Bins emptied across lunchtime Tissues in all areas that need to be disposed of in lidded bins. Staff guide	.
		Ensure adequate supply of paper towels and wipes	GF and NP to monitor and order when needed	

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HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREA OF CONCERN				
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	Children into 3 groups who each have their own allocated areas. Classrooms to have their own resources. P E split into smaller groups and outside as much as possible. Any shared resources eg art/science left for 72 hours before moving to another class. Children into 2 separate groups with own entrances,toilets, cloakroom.	

		Ensure sufficient washbasins so everyone is able to wash hands regularly	Use sinks in shared areas as well as sinks in the toilets. NP to make sure there is enough soap and hand towels every morning, ED every afternoon.	
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Use of posters. Model hand washing. Reminding children about washing hands regularly - before and after playtimes/lunch. Children wipe own tables before they eat their lunch. Watch animations about hand washing. Supervise children that need it.	
		Build washing hands and 'catch it kill it bin it' into the culture	Use of tissues in all areas. Lidded bins in all areas. Posters Staff handbook	
		Enhance cleaning regime for busy areas	Extra cleaning happening twice a day.	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	NP to fill up stations every morning. GF to replenish if needed	

		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	Skin friendly cleaning wipes ordered for EYFS. Use of posters. Model hand washing Watch animations about hand washing. Supervise children that need it.	
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Need to use TAs and all adults for cleaning surfaces	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		**Likelihood** **3**	**Impact** **3**	**Score** **9**
AREAS OF CONCERN **Employed additional cleaner for 2 hours per day.**				
USE OF PPE https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe 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 inappropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Posters. Staff guidance given out on training day Staff handbook PPE stored in separate area away from human contact.	
		Ensure sufficient PPE available	GF to check supplies and order when necessary	
		Ensure process in place for safe disposal of PPE	Lidded bins in all areas for disposal of gloves. Black bags for the disposal of PPE	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **1**	**Impact** **2**	**Score** **2**
AREAS OF CONCERN Safe area for PPE equipment.				
CONTRACTORS				
Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	Allocated parking space for contractors. Appointment only. Wash hands upon entering school. Sign in on paper copy. Wipe down the pen afterwards. Take contact number.	

			Try and ensure all contractors arrive at school when there isn't any children and a limited number of staff on premises.	
		Ensure declaration is signed prior to entering site	Printed off sheets from Ebor. Make sure a telephone number of the contractor is taken.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **1**	**Impact** **2**	**Score** **2**
AREAS OF CONCERN				
CARETAKING/ CLEANING 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	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are	J Conlon to check and monitor	Caretaker now works for 10 hours per week.

⑤⑥		undertaken to make the school safe		
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Ensure caretaker completing task	
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	Caretaker to do on a Friday morning	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally	J Conlon to monitor	
Close contact	Cleaners, caretaker and lunchtime staff (including vulnerable staff members) share cleaning cupboard.	Only one member of staff in the cleaning cupboard at any one time. Staff to avoid loitering in the corridor outside the cleaning cupboard if a member of staff is using the cupboard.	Head spoken to all staff.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **4**	**Impact** **4**	**Score** **16**
AREAS OF CONCERN **Caretaker only on site for 10 hours on a week.** Caretaker appointed 10 hours a week.				

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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	Procedures for cleaning understood. PPE guidance followed. Dispose of PPE equipment properly.	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Procedures for cleaning staff Adequate amount of cleaning cloths available	
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Extra cleaner taken on for 1 hour AM and 1 hour PM.	
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	All staff aware of expectations of cleaning resources. Cleaning trays in each classroom areas stored away from children. Staff handbook	Staff to complete throughout the day.
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Cleaning logs to be completed daily by all staff including kitchen staff. Cleaning jobs to be ticked off as completed by cleaners.	

④			EL to monitor and to do spot checks on the cleaning. Extra cleaner taken on for 1 hour AM and 1 hour PM.	
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method	Staff handbook. GF and NP to keep check on stock of bags.	
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use	P.E equipment will need to be cleaned after used by each class.	T A to clean between use.
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		**Likelihood** **3**	**Impact** **4**	**Score** **12**
AREAS OF CONCERN **Evening cleaner is critically vulnerable and needs to stay away from groups of people.**				
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	Instruction leaflet read by all staff. Cleaning sheets signed off daily. EL to do spot checks Extra cleaner taken on for 1 hour AM and 1 hour PM.	

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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	Staff handbook. Training day in September. Guidance read by all on PPE equipment.	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	Follow guidance. Guidance made available for all staff to follow if needed. Appoint deputy leader in case KV is off work sick.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		**Likelihood 3**	**Impact 4**	**Score 12**
AREAS OF CONCERN **Lack of cleaning staff to do an enhanced clean if suspected covid case. Cleaner who is critically vulnerable would not be able to clean the area.**				

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	Guidance for staff. Staff handbook Package checked and ticked off outside of the building. Outer packaging placed in recycling bins. Hands washed when entering the building after touching packaging.	
		All food waste must be disposed of in black bags/compostable bags	Food waste collected in black bin liners. Tied up. Disposed of in large bin.	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required		
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	Procedure printed off. All staff aware.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		**Likelihood** 1	**Impact** **2**	**Score** **2**

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	Follow guidance.	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Follow Ebor guidance	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		**Likelihood** **1**	**Impact** **1**	**Score** **2**

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THIS AREA (Potential Impact x Likelihood)			
Areas of concern			

POLICIES					
Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances Staff and children briefed accordingly		Reviewed Sept 2020	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-settigs-to-prepare-for-wider-opening-from-1-june-2020
Emergency evacuation whilst maintaining social distancing	Staff/Children/ contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised Put new / additional signage out if required		GF putting in place.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

		PEEPS should be reviewed and amended accordingly.			
Administering First Aid & administration of medicines safely Close contact and surface transmission	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings). Ensure adequate supply of PPE is available for use by first aider should they need to get closer to injured party/suspected infection with Coronavirus Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks 1st aider to confirm to say they have received and understood instruction General PPE signage as reminder Process in place to undertake temperature checks Disposable forehead thermometers and PPE available.		Reminder to staff to try and social distance where possible if a child is upset or fallen over.	

		Provide instruction to staff and notify parents that Children with a cough must be sent home –reminders to staff in daily briefing			
Suspected case of COVID-19 in School Close contact and surface transmission	School Staff/Teachers/Parents/Visitors to School	Flowchart for procedure has been shared with staff and is displayed across the school Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material Process in place for contacting parents Room set aside for symptomatic children(ideally with a window that can be opened to provide ventilation) 2m distancing should be available / marked out in the rooms. Process in place to move a symptomatic child to a separate room		reviewed Sept 2020 reviewed 05.01.2021 reviewed July 2021	https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting 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

		Masks available for supervising adult in the isolated area. Contingency plan in place so the area where the person has been, can be isolated Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided			
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)			**Impact**	**Likelihood**	**Score**
COMMENTS OR CONCERN					