

## COVID SECURE School Risk Assessment

DATE: 03.01.22 V12

ASSESSOR: Rachel Davie (EHT)

APPROVER: James Gowland (Chair of Governors)

### Current Context:

All pupils are attending school full time.

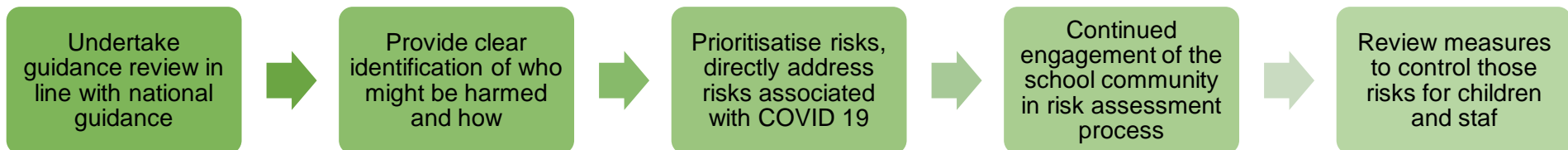
The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant. These measures are precautionary, while the variant is tracked and assessed.

Our priority, in line with Government expectations, is to deliver face-to-face, high-quality education to our pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- Emotional Health and Wellbeing Policy
- Intimate Care Policy
- DFE School Operational Guidance (updated 2 January 2022)
- Contingency Framework (15 December 2021)

### Principles of the risk assessment:



## Expectation of risk assessment:

- All staff should follow the measures set out in the revised system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene.
- School leaders will explain to staff the measures the school has put in place to provide continued risk management.
- The school holds a staff risk assessment overview which is updated regularly, those members of staff who have circumstances that might warrant an individual risk assessment should speak to their line manager in order for a discussion to take place.
- A 'system of controls', which build on the hierarchy of protective measures in place currently, must be implemented. These are grouped into prevention and response. All elements of the system of controls are essential but the way in which they are implemented is at the discretion of schools themselves.

### Systems of Control

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

## Risk Level

Risk Matrix - Likelihood x Severity = Risk Rating

		Severity/Consequence				
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Significant
Likelihood	5 Almost Certain	5 Medium Risk	10 Medium Risk	15 High Risk	20 Critical	25 Critical
	4 Very Likely	4 Low Risk	8 Medium Risk	12 High Risk	16 High Risk	20 Critical
	3 Likely	3 Low Risk	6 Medium Risk	9 Medium Risk*	12 High Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Medium Risk

School Site											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
<b>Building and Safety checks</b>	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <p>Water treatments Fire alarm testing Repairs PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections</p> <p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Ventilation plan is in place.</p>	2	2				<p>Fire Safety check and practice undertaken as normal (termly practises) <b>(GCM)</b>.</p> <p>Testing and statutory compliance activities including water fountains undertaken regularly <b>(BS)</b>.</p> <p><b>Site manager DAILY</b> checks for water, fire alarms, site security, ventilation. Quality assurance check by <b>BS</b> to take place weekly.</p> <p>Windows <b>must</b> be opened by site manager each morning in classrooms and shared spaces. Heating needs to be adjusted to compensate for increased ventilation. Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so – with fire guards). <b>(Site Manager / BS / GCM)</b>.</p> <p>CO2 monitor RAG assessment programme in place across Autumn 2 and Spring 1 with order of air purifiers from DFE where necessary. <b>GCM</b>.</p>	1	1	
<b>Safe Site Access</b>	Employees Contractor Pupils Members of the public Vulnerability groups	<p>Entry and exit routes to the school are in place and communicated to parents.</p> <p>Consideration given to the arrangements for any deliveries.</p> <p>Visitors on approval of head teacher only (with exception of planned agency staff, planned volunteers, planned external professionals supporting pupils).</p> <p>Assurances sought from the contractors that all staff attending the setting will be in good health (symptom-free).</p>	2	2				<p>Entry and exit routes to the school in place, any physical changes and/or signage reviewed, (see <b>HT local logistic planning</b>)</p> <p><b>Office manager</b> managing access to main office. Only one parent in the office at one time.</p> <p>Parental communication and expectation. Parent communication via website. <b>(EHT)</b>.</p> <p>Visitor's approved for site access to follow entry protocols – symptom check, hand washing, face masks <b>(Admin Leads / HT)</b>. Site guidance for visitors and contractors. A record should be kept of all visitors as good practise protocol.</p> <p>Contractor management <b>(BS)</b>. Site guidance for visitors and contractors. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. <b>(BS)</b>.</p>	2	2	

Transport											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Transport	Employees Pupils	Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.	2	2				<p><b>Trips:</b> In many areas, pupils normally make extensive use of the wider public transport system, particularly public buses. Public transport capacity continues to be constrained. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>, (DHTs).</p> <p>Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.</p>	2	2	

Equipment											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Use of Equipment	Employees Pupils	Stock checks once each day of all classroom and communal areas undertaken by <b>reprographics lead</b> including classroom hygiene resource box: hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.	2	2				<p>Classroom based resources, such as books and games, are used / shared. There should be continued consideration of cleaning items based on staff judgement of use. <b>(All Staff)</b>.</p> <p>Daily cleaning of EYFS outside area and weekly jet washing by <b>site manager</b>.</p> <p>Sanitiser wipes to be provided for classroom equipment cleaning after use <b>(Staff / IT Lead / Cleaners)</b>.</p> <p>Pupils and teachers can take books and other shared resources home.</p>	2	2	

### Hygiene and Protection

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
<b>Managing staff and pupil hygiene safely</b>	Employees Pupils	<p>The 'catch it, bin it, kill it' approach is a core priority.</p> <p>Availability of soap and hot water as well as hand sanitisers.</p> <p>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</p> <p>Communications and signage in place.</p> <p>Evaluation of school hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.</p> <p>Promotion of catch it, bin it, kill it approach to common colds.</p> <p>The expectation that all staff are mindful about their own personal space in relation to children and children's space from each other.</p> <p>Tissues and lidded bins available.</p> <p>Coordinated approach adopted to the placement and replenishment of hand wash/sanitiser (hygiene boxes).</p> <p>Review of arrangements for waste disposal - tissues etc with classroom settings have been undertaken.</p> <p>Identified SEND pupils supported to ensure safe hygiene through individual plans (SENCO).</p>	2	2				<p>Revisit expectations in staff health and safety briefing weekly <b>(HT)</b>.</p> <p>Stock checks once each day of all classroom and communal areas undertaken by <b>site managers / reprographics</b> including soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.</p> <p>Pupils taught to hand wash and supervised by staff in doing so and handwashing built into timetable structure as well as after using toilet facilities <b>(CT)</b>. Including when pupils arrive at school, when they return from breaks, when they change rooms, before and after eating.</p> <p>Hand sanitiser access in front office and on each corridor for staff in addition to classrooms and shared spaces – checked daily <b>(Reprographics Lead)</b>.</p> <p>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 skin cleaning wipes can be used as an alternative. <b>(DHT)</b>.</p> <p>Display agreed posters in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets <b>(Reprographics Lead)</b>.</p> <p>The 'catch it, bin it, kill it' approach revisited weekly and resources (bins and tissues) available in rooms to support pupils and staff to follow this routine <b>(Reprographics Lead)</b>.</p> <p>Enhanced cleaning regime in place, particularly for frequently touched surfaces, regular emptying of bins and toilets at mid point in day. <b>(GCM / Site Managers)</b>.</p>	2	2	

PPE and First Aid											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
PPE	Employees	<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured:</p> <p>Depending on how close you need be to an individual with COVID-19 symptoms you may need the following PPE:</p> <p>fluid-resistant surgical face masks (also known as Type IIR) disposable gloves disposable plastic aprons eye protection (for example, a face visor or goggles)</p> <p>How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.</p> <p>A face mask should be worn if you are in face-to-face contact. If physical contact is necessary, then gloves, an apron and a face mask should be worn. Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</p> <p>Gloves are provided as part of the basic first aid kit.</p>	2	2				<p><b>Reprographics leads</b> to undertake storage of and checks of specific PPE equipment at least weekly.</p> <p>Identified pupils already receiving intimate care to have personalised plans (<b>DHTs</b>).</p> <p>A designated room for pupils or staff who become unwell onsite (see <b>HT local logistic planning</b>).</p> <p>Emergency cleaning by site managers who will need to take reasonable precautions for safety when an accident involving body fluids occurs.</p> <p>Training in the use of PPE used in the course of duties (<b>GCM</b>).</p>	2	2	
General First Aid	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <p>Hygiene boxes in all rooms including gloves, masks and sanitary wipes.</p>	2	2				<p>A member of staff who becomes ill and shows symptoms will be sent home immediately (<b>local senior team</b>). If a child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home as soon as collection is possible (<b>local staff team</b>). Public health advice (current) should be followed in all cases.</p> <p>A designated room for pupils or staff who become unwell <b>onsite</b> (see <b>HT local logistic planning</b>).</p> <p>PPE should be worn by anyone displaying symptoms or staff caring for a pupil with symptoms. Provision of fluid resistant surgical face mask, where a child becomes unwell with symptoms of coronavirus symptoms and the space immediately cleaned</p>	2	2	

### Face Coverings

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Face Coverings	Parents Employees	In primary schools, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.	3	3				When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>wash their hands thoroughly with soap and water for 20 seconds or use handsanitiser before putting a face covering on</li> <li>avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> When removing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>only handle the straps, ties or clips</li> <li>not give it to someone else to use</li> <li>if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>wash their hands thoroughly with soap and water for 20 seconds or use handsanitiser once removed</li> </ul>	2	2	

### Testing / Suspected Cases / Confirmed Cases

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
<b>Testing / Response to suspected case of COVID19 / Confirmed cases of COVID 19 / Isolation</b>	Employees	<p>All staff are required to follow the most up to date guidance for self isolation</p> <p><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>Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Individuals are not required to self isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not suspected or confirmed case of the Omicron variant, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff should undertake twice weekly home tests until further notice. Testing should continue throughout holiday periods.</p>	3	3				<p>Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss or change to your sense of smell or taste</li> </ul> <p>A PCR is not necessary unless if you test positive on a lateral flowtest.</p> <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be <a href="#">reported to NHS Test and Trace</a>. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p><small>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</small></p> <p><small>HTs will complete the <a href="#">online form</a> for all individual confirmed cases.</small></p> <p><small>Thresholds</small></p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> <li>• If there have been any admissions to hospital</li> </ul> <p><small>If thresholds are met then the DFE call should be made to alert them. They will check systems e.g. ventilation and deep cleaning in line with the contingency framework.</small></p>	2	2	



Staffing											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
<b>Extremely Clinically Vulnerable / Clinically Vulnerable</b>	Extremely high vulnerability groups  (Shielding and PHE guidance)	<p>Vulnerability risk assessment completed for all CEV school staff.</p> <p>Some people with particular characteristics may be at increased risk from coronavirus. This will be needs assessed collaboratively between individual and HT using an individual risk assessment.</p> <p>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Over 60 or clinically vulnerable, could be at higher risk of severe illness from coronavirus and should be especially careful to follow the rules and minimise contacts with others / continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace (<b>HT individual risk assessment</b>).</p>	2	3				Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.	3	3	

Staffing											
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			L	Yes	Yes	L	L		L	S	RRL
All other staff / Volunteers and ITT	Employees	<p>All staff are expected to be at work in line with contractual agreements.</p> <p>Normal absence procedures are in place in line with the school handbook and should be followed by all <b>staff</b>. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Identification of minimal permissible staffing levels to support opening of the school is known. <b>(HT)</b>.</p> <p>Volunteers may be used to support the work of the school, as would usually be the case. They are properly supported and given appropriate roles.</p>	2	2				<p><b>HTs</b> to undertake vulnerability risk assessment of staffing with identified arrangements in place where necessary and agreed with that individual member of staff.</p> <p>Full use is made of testing to inform staff deployment <b>(HT)</b>.</p> <p>Volunteer and trainee roles follow normal procedures.</p>	2	2	

Pupil Attendance											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Pupil Attendance	Pupils	<p>School attendance is mandatory for all pupils.</p> <p>Where pupils who are self-isolating are within our definition of vulnerable, systems are in place to keep in contact with them. When a vulnerable pupil is required to self-isolate, the following steps are necessary:</p> <ul style="list-style-type: none"> <li>notify their social worker (if they have one)</li> <li>agree with the social worker the best way to maintain contact and offer support</li> <li>check if a vulnerable pupil is able to access remote education support</li> </ul> <p>regularly check if they are accessing remote education</p>	2	2				<p>Robust collection and monitoring of absence data, <b>(HT)</b>.</p> <p>Attendance monitoring and reporting training for admin teams and six weekly attendance meetings with SAO <b>(Admin Leads)</b>.</p> <p>Code X used if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> <p>Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious in place.</p>	2	2	

Social Distancing											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Social distancing within school circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	There are no longer social distancing guidelines in place.	2	2				<p>School staff should make their own judgement about 'reasonable distance' in designated communal areas such as the staff room and PPA room <b>(all staff)</b>. A face mask is required by adults in communal areas.</p> <p>Assemblies will recommence in line with the Assembly Policy in September 2021, including singing assemblies.</p>	2	2	
Office Space / Shared Space	Employees Contractor Pupils Members of the Public Vulnerability groups	There are no longer social distancing guidelines in place.	2	2				<p>Review of layouts and processes to allow people to continue to work at 'reasonable distance' from each other or put in place rotational working where this is not possible <b>(GCM / Office Managers)</b>. A face mask is required by adults in communal areas.</p>			

### Social Distancing

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<b>Social distancing within school classrooms</b>	Employees Pupils	The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.	2	2				A comprehensive cleaning plan in place quality assured daily by site manager and weekly by Health and Safety lead ( <b>GCM and BS</b> ).  Daily ventilation checks and heating adjusted to ensure rooms are not cold ( <b>Site Manager</b> ). Ventilation systems – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). Opening high level windows in preference to low level to reduce draughts. Heating adjustment to manage temperature.  Desks changed back to groups and classroom equipment can again be shared ( <b>DHT</b> ).	2	2	

### Contracted Services

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
<b>Catering</b>	Contractor Pupils Members of the Public Vulnerability groups	Arrangements in place to provide food on site, including the requirement of universal free school meals.  Hygiene expectations are consistently maintained.	2	2				Lunchtime cleaning boxes stationed in hall ( <b>site managers</b> ).  Designated key point of contact for catering team ( <b>BS</b> ).	2	2	
<b>Cleaning</b>	Contractor Pupils Members of the Public Vulnerability groups	Shared materials and surfaces should be cleaned and disinfected more frequently.  Increased cleaning of all high-contact areas such as touched surfaces, bathrooms, door handles, telephones, grab-rails in corridors, stairwells including classrooms, staff rooms, main office.  More frequent cleaning of rooms and shared spaces that are used by different groups.  Toilets cleaned twice a day and allocated where possible to key bubbles.	2	2				<b>Classroom hygiene resource box:</b> hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment. Bins to be emptied twice daily ( <b>site manager</b> ).  Site manager checks to take place daily and complete daily report to <b>BS</b> .  Cleaning company to provide updated document of cleaners, areas and focus priorities checked and quality assured by <b>BS</b> and <b>GCM</b> .  System of reporting cleaning jobs to <b>site manager</b> reiterated to all <b>staff</b> . Additional cleaning hours commissioned for Friday afternoon each week as an interim measure ( <b>GCM</b> ).  Ensure that bins for tissues are emptied twice a day ( <b>site manager</b> ). Classrooms and shared areas to be cleaned and quality assured by <b>site manager</b> daily.  Site manager training – hygiene resource boxes, quality assurance check list, expected cleaning list ( <b>BS</b> ).	2	2	

Wider Provision, Mental Health and Communication Strategies											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Remote Education	Pupils	Attendance has been mandatory for all pupils of compulsory school age from 8 March.  A Remote Education Policy is in place and accessible on the school website.	2	2				Support for those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so (DHTs). See Remote Education Policy.	2	2	
Wrap Around Care	Employees Pupils	The school has resumed breakfast and after-school provision, to ensure parents and carers can continue to or return to work.	2	2				Wraparound childcare and other organised activities for children may take place in groups of any number.  A1 W3 after school curriculum clubs will recommence for all pupils in addition to after school and breakfast club.	2	2	
Educational Visits	Employees Pupils Members of the Public	In line with the roadmap, schools were able to resume educational day visits from 12 April.  Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.	2	3				Make use of outdoor spaces in the local area (CT).  Consideration of in school distanced enrichment where appropriate (DHT).  Leaders will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, this will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Health and safety guidance on educational visits will be followed.	2	2	
Social and Emotional Mental Health	Employees Pupils	There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.  Wellbeing/mental health is discussed regularly in PSHE/ assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).  Resources/websites to support the mental health of pupils are provided.  Senior team knowledge of: <a href="#">extra mental health support for pupils and teachers</a> <a href="#">Wellbeing for Education return programme</a>	2	2				Consideration of the impact of COVID19 on families and whether any additional support may be required:  <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups School calendar for the summer term rationalised.</li> </ul> Calls to all families in isolation in line with Remote Learning Policy (onsite teaching teams).	2	2	
Communication		Undertake an online staff meeting to share planning and ensure opportunity for consultation and feedback.  Ensure senior colleagues are present around the school.	3	2				Revised guidance briefed to all teaching teams / staff prior to reopening  Communications with the following groups taking/taken place: Staff, Pupils, Parents, Governors, Local authority, Other partners	2	2	

Curriculum											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Music / Physical Activity	Pupils Music team Peripatetic Teachers	Music and PE will take place in line with pre COVID expectation	2	2				None	2	2	

#### Guidance Reference

#### Key Link:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/moving-to-step-4-of-the-roadmap>

#### Additional Documents:

Catering Risk Assessment	Available on request
Cleaning Company Risk Assessment	Available on request
Hackney Music Service Risk Assessment	Available on request

#### Supporting staff

All employers have a duty of care to their employees, and this extends to their mental health. On every risk assessment update, key changes are shared through key messages and recirculation of the risk assessment document. Feedback is always encouraged.

#### Resolving issues and raising concerns

Employers and staff should always come together to resolve issues. As providers widen their opening, any concerns in respect of the controls should be raised initially with line management and trade union representatives and employers should recognise those concerns and give them proper consideration. If that does not resolve the issues, the concern can be raised with HSE. Where the HSE identify employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.