

- 1) Review your H&S plan to ensure all circumstances identified and measures put in place remain valid, and to undertake any adjustments required. Re-consider measures to ensure individuals don't unnecessarily come into contact with someone on 3 separate occasions; think in particular of how communal areas are used such as staff rooms, caretaker storage areas etc. Please email Debbie to confirm the review has been done.
- 2) Brief every member of staff on any new measures, the role they play in ensuring a safe environment, maintaining distance in and out of the workplace. Can you try to do this within the next two days and keep a log of who has been briefed.
- 3) Ensure everyone is clear that they should report any concerns over safety measures, and are aware of how to escalate concerns, including the Trust whistleblowing policy.  
(<https://eboracademytrust.co.uk/wp-content/uploads/bsk-pdf-manager/2020/07/23-Whistleblowing-Policy-v6-July-2020.pdf>)
- 4) Bring to the immediate attention of HR any cases where covid measures are not being adhered to as this may result in more stringent action being taken.

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK		
	Ebor Academy Trust			
<b>Academy</b>	Marfleet Primary			
<b>TITLE OF RISK ASSESSMENT</b>	January 2021 school closure Covid 19 H&S School Risk Assessment WIP V10			
<b>DETAILS OF ACTIVITY</b> School closure following COVID-19 pandemic. Places available for KW&V pupils. Shared with all staff.				
<b>RISK ASSESSMENT LOG REF</b>	Version 10 – 26th January 2021			
<b>OTHER RISK ASSESSMENTS CROSS REFERENCED*</b>	H&S / Safeguarding / EYFS Intimate care / SEN			
<b>WORKPLACE INSTRUCTION REF</b>				
<b>DATE OF ASSESSMENT</b>	7 <sup>th</sup> July 2020			
<b>MANAGER CARRYING OUT RISK ASSESSMENT</b>	Rebecca Gutherless-Wilcox			
<b>NAME OF EMPLOYEES CONSULTED</b>	Marfleet - Vicki Shaw / Kelly Hunt / Chris Frankish / Kevin Parker / Emma Wilson Ebor CST – Andy Roberts / Grace Jess / Caren Grieves			
<b>LOCATION OF ACTIVITY</b>	Marfleet Primary Academy			
<b>Headteacher / Principal</b> Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.				
<b>Signature</b>	<b>Date</b>			

  

**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

In welcoming pupils in to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools during the Coronavirus outbreak can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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 11 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 Where recommended, the use of face coverings in schools.
- ③ clean hands thoroughly more often than usual

- ④ ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 2
- ⑤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- ⑥ minimise contact between individuals and maintain social distancing wherever possible
- ⑦ where necessary, wear appropriate personal protective equipment (PPE)
- ⑧ Always keeping occupied spaces well ventilated. Numbers 1 to 5 and 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection:

**Engage with the NHS Test and Trace process**

- ⑩ Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ⑪ Contain any outbreak by following local health protection team advice Numbers 9 to 11 must be followed in every case where they are relevant.

**In the event of a local lockdown we will follow public health guidance 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.**

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.

Recognising the logistics of having Bubbles of children, the guidance changes the emphasis from ‘doing all that is reasonably possible to maintain distancing’ to give ‘formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible’. ‘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:

1. Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
2. . 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***

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<b>STAFF WELLBEING</b>  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a>  <a href="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/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</a>  <a href="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">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</a>					

<p>Social distancing</p> <p>①⑤</p>	<p>Staff at risk due to infection from working too closely with others</p>	<p>Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times</p>	<p><i>Class sizes should be kept to a minimum to enable social distancing guidelines to be observed. Bubbles will comprise of 1 year group:</i></p> <ul style="list-style-type: none"> <li>- EYFS</li> <li>- Years 1</li> <li>- Year 2 &amp; Blossoms</li> <li>- Year 3</li> <li>- Year 4</li> <li>- Years 5</li> <li>- Year 6</li> </ul> <p><i>Staff to ensure distancing is maintained whenever possible</i></p> <p><i>One way system in place</i></p> <p><i>2m distancing markers to be displayed around school</i></p> <p><i>Additional areas for staff to eat and take breaks have been provided to ensure there is no mixing of Bubbles at any time.</i></p> <p><i>Only one person to use the photocopier at a time – gloves to be worn and all staff to wipe down after use</i></p> <p><i>To reduce ratios, the toilet near the school kitchen to be made available for use by KS1 / EYFS</i></p>		
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			<p><i>Staff to isolate for 10 days if positive test or requested by test &amp; trace to isolate.</i></p> <p><i>staff – KP to sort re key and cleaning routine</i></p>		
		Signage to remind about distancing	<p><i>Signage to be maintained around school.</i></p> <p><i>SFO to conduct weekly checks and arrange to replace as necessary.</i></p> <p><i>Staff to highlight any signs that have been removed via the repairs document.</i></p>		
		Ensure staff are aware of procedures	<p><i>“what does school reopening look like for me” powerpoint presentation to be shared with all staff on 7/9/2020. - VS Updated 4/1/2021 and shared with all staff.</i></p> <p><i>Risk assessment to be shared with all staff via google forms - RGW</i></p>		
		Encourage engagement with test and trace	<p><i>Gvmt to provide supply of testing kits to school for use by staff and children if required. Staff meeting held to explain testing, guide produced and distributed to staff. VSh &amp; RGW to record</i></p>		



			<p><i>results. Tests to be collected and recorded by FM.</i></p> <p><i>All parents and carers signposted to test and trace procedures.</i></p> <p><i>Continue to request all visitors to complete Ebor test and trace form</i></p> <p><i>All staff were encouraged to download Test and Trace application.</i></p>		
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	<p><b><i>PPE leaflet to be reissued to all staff via google forms September 2020 - EW</i></b></p> <p><b><i>Any up to date guidance shared directly with staff - RG-W</i></b></p>		
Social distancing	All	Brief every member of staff on any new measures, the role they play in ensuring a safe environment, maintaining distance in and out of the workplace.	<b><i>Briefing given to all staff 5/1/2021</i></b>		
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	<i>HH – SW lead – COVID mini AP produced – weekly Friday check in via zoom – whole school – universal offer issued previously – all staff drive threshold of need</i>		
		Regular one to ones with staff to discuss wellbeing	<i>SLT to conduct regular sessions with staff</i>		

Allergies may be mistaken for Covid causing concern  ③⑥	Anxiety may be caused	Surgical masks available if required	<i>Surgical masks to be available throughout the school (cleaning stations / classrooms etc)</i>  <i>SFO to ensure stocks are maintained and reorder as necessary, school office to liaise with SFO regarding any issues with PPE stock</i>		
Lack of staff due to unplanned absence	Inability to continue teaching due to Covid illness	Robust plans in place to switch to online learning	<i>Remote learning policy in place for all children.</i> <i>School assigned a remote learning lead.</i> <i>Staff brief on expectations.</i>  <i>Additional staff within bubble to continue in class learning</i>		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR STAFF WELLBEING (Potential Impact x Likelihood)	Likelihood		Impact		Score
	3		3		9 - LOW
AREAS OF CONCERN					
CHILD WELLBEING					
<a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a>  <a href="https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance">https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance</a>					

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes. Children to remain in Bubbles at all times. Timetables for recreation means no cross contamination etc.	<p><i>Class sizes should be kept to a minimum to enable social distancing guidelines to be observed. Bubbles will comprise of 1 year group:</i></p> <ul style="list-style-type: none"> <li>- EYFS</li> <li>- Years 1</li> <li>- Year 2 &amp; Blossoms</li> <li>- Year 3</li> <li>- Year 4</li> <li>- Years 5</li> <li>- Year 6</li> </ul> <p><i>Specific staff assigned to each Bubble - do not cross Bubbles in any circumstance</i></p> <p><i>Timetable of break times, lunchtime and use of Halls ensures no cross of Bubbles</i></p> <p><i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i></p>		

Wellbeing	Children may be anxious with new rules and protocols	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'</p> <p>Staff to reassure children and explain when needed</p> <p>PDBW lead to support children and parents that may have anxieties</p>	<p><i>Full wellbeing curriculum has been planned and will be delivered 1<sup>st</sup> half term by all teaching staff</i></p> <p><i>Correspondence to be sent out to parents with expectations etc.</i></p> <p><i>PDBW lead to be given additional time in timetable to support children and families</i></p>		
		<p>Additional support to be available to work intensely with children in particular at start of term</p>	<p><i>KH to undertake sessions around anxiety / trauma / bereavement / separation anxiety / resilience as per individual child's need.</i></p> <p><i>All vulnerable children will be signposted to relevant support by PDBW lead.</i></p> <p><i>For all children where help is identified / requested – sessions to be conducted via Google hangout / face to face – ideally outside, or with appropriate PPE, as a minimum / packs to be sent home</i></p> <p><i>Additional resources (books / session plans / activities) relating to separation anxiety have been sourced for both wellbeing team</i></p>		

			<i>and available for all staff to access</i>		
		Close monitoring and observation of children to identify any signs of distress	<i>Staff are aware of the process involved in making any urgent / immediate referrals</i>  <i>Weekly VCL meetings will be held with staff to create an up to date school case load.</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CHILD WELBEING (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 4	<b>Impact</b> 3		<b>Score</b> 12 - Medium
<b>AREAS OF CONCERN</b>  <i>Although, the support is in place for children throughout and through PDBW provision the nature of Lock Down and the anxiety this may bring is unknown.</i>					
<b>ACCESS / EGRESS TO SCHOOL</b> <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>  <a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  <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>					

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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	<i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i>  <i>Parents only allowed on school site at allocated times to avoid mixing.</i>  <i>Parents advised to wear face coverings when coming on to school site.</i>		
		Allocate supervised group collection points	<i>See above</i>  <i>Entry into / exit from school to be staggered / monitored by staff on the door to reduce the number of children in the corridor / entering the classroom at any one time</i>  <i>Staff must wear face masks when on door duty.</i>		

		Ensure parents know they can't come onto site	<p><i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i></p> <p><i>All other parents to remain on the public footpath outside.</i></p> <p><i>Rope cordon to be put out on the pavement to attempt to reduce congestion on the pavement</i></p>		
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	<p><i>Thought to be minimal, however there are lidded pedal bins around school, including each classroom, plus there is a public litter bin outside school.</i></p> <p><i>Staff to be made aware</i></p>		
		Ensure children over 11 yrs. are aware they must wear a mask on public transport	<p><i>Parents to be issued with an advice leaflet – suggesting avoidance of public transport etc. and increase opportunity for walk / cycle usage</i></p> <p><i>Information is included in the "New rules for drop off and pick up" leaflet included in the Ebor Toolkit</i></p>		
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	<i>Marfleet does not have a car park so parking will be on the public highway</i>		

			<p><i>All external visitors are to be kept to a minimum – especially during school hours</i></p> <p><i>All visitors / contractors will be by prior appointment only</i></p> <p><i>DSL to take responsibility for any CP related visitors</i></p> <p><i>SFO to take responsibility for any premises related visitors, where possible scheduling premises related visitors to attend during school breaks</i></p> <p>All visitors must complete Ebor Test and Trace contact form on arrival.</p>		
		Number of entrances/exits at site maximised and limited to groups where practical	<p><i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i></p> <p><b>Staff / Visitors</b> <i>Via main reception</i></p>		
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	<p><i>Information is included in the “New rules for drop off and pick up” leaflet included in the Ebor Toolkit</i></p> <p><i>To be promoted via teachers, Bloomz and website</i></p>		



		<p>Measures to prevent use of and crowding on public transport including staggered start and finish times</p>	<p><i>Minimal impact on public transport – main issue will be local road network.</i></p> <p><i>This is mitigated in part by staggered lunchtimes for each bubble and different pick up points for each bubble</i></p> <p><i>Suggestions on walking to school is included in the “New rules for drop off and pick up” leaflet included in the Ebor Toolkit – to be issued to parents via bloomz / website</i></p> <p><i>Staff to avoid sharing lifts</i>  <i>If coming to work on public transport please ensure you wear a face covering</i></p> <p><i>All staff must wash their hands on arrival to school and any face coverings disposed of appropriately</i></p>		
		<p>Guidance given to early years Staff on dealing with soiled clothing</p>	<p><i>Information provided with previous RA Actions. (PPE &amp; double bagging etc.)</i></p>		
		<p>Area to change allocated, Bags to put clothing in provided</p>	<p><i>Toilet near kitchen to be used if required.</i></p>		

			<i>Red bin bags provided, if required</i>		
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	<i>ongoing standard requirement</i>		
		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	<i>Parents to advise staff by phone - pupils NOT to come to school if displaying symptoms</i>		
		Staff signing in	<i>All staff to use their ID badge / bar code scanner to sign in / out of school using the Inventory system. This is to reduce screen usage.</i>  <i>If staff have to sign in using the screen they must wipe the screen afterwards</i>  <i>It is the staff member's responsibility to request a new ID badge from the office if their badge does not currently work. Screen usage will be monitored</i>		
Airborne transmission	Potential to infect others	Ensure staff are clear on the process to adopt for non-attendance	<i>All staff to be reminded</i>		

Preventing those with specified health conditions from risks arising from attending ①②⑤	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	<i>All staff to be reminded individual Ebor Risk assessment to be completed where appropriate - share - updated regularly</i>		
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	<i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i>  <i>3 separate entrance / exit routes to be used</i>		
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	<i>Office hatch window to remain closed, as far as practically possible.</i>  <i>Face guard to be provided as an alternative</i>  <i>Intercom to be used for all callers</i>  <i>Ideally all visitors will be by prior appointment only &amp; visits during the school day are to be kept to a minimum</i>  <i>Ensure mask are worn at all times and distance is kept within</i>		

			<p><i>the office where there is more than one member of staff.</i></p> <p><i>Ensure appropriate ventilation is used such as open windows.</i></p>		
<p>Close contact and airborne transmission</p> <p>①②③⑤</p>	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	<p><i>Cleaning station in situ in reception area.</i></p> <p><i>Staff to use barcode scanner log in wherever possible. Office staff to order replacement badges for any faulty ID cards</i></p> <p><i>Notice to be displayed requesting that the Inventory screen is wiped down after use and the wipes placed in the bin provided.</i></p> <p><i>SFO and SBM to complete walk through to identify best areas for hand sanitiser dispensers, such as near doors and high traffic areas</i></p> <p><i>All contractors to complete and sign the Dealing with Contractors declaration – forms to be retained in the office</i></p> <p><i>New visitors to be accompanied round school to ensure that the one way system is observed</i></p>		

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	Office staff to be reminded of the process  PPE / Gloves etc. to be made available in the reception area		
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	School uses Invenry which keeps a log of visitors  Staff reminded that all visitors MUST sign in via Invenry.  All visitors should be by prior appointment and booked into Invenry to reduce screen usage, where possible		
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Parents to be reminded of new rules via bloomz / website / weekly wave		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR ACCESS / EGRESS TO SCHOOL (Potential Impact x Likelihood)		Likelihood 2	Impact 4		Score 8 - Low
AREAS OF CONCERN					
Action - Maintain communication with parents regarding home life and reinforce expectations for hygiene in school					

MOVEMENT AROUND THE BUILDING					
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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/Contractors	One way systems where possible	<p><i>One way system in school to be continued.</i></p> <p><i>Need to advise parents to send children in suitable clothes –as part of the one way system is outdoors.</i></p> <p><i>This should be mitigated by significantly reduced / minimal movement around the wider school area – no assemblies etc.</i></p> <p><i>Staggered lunch times and different pick up points should reduce interaction with other bubbles</i></p> <p><i>In case of poor weather, SLT to agree to the temporary lifting of the one way system – movements of classes around school to be notified to the rest of the school via radio</i></p>		To maintain effective one way system, part of the route goes outdoors –are dependent upon the weather – mitigated by reduced requirement to move around school

			<p>Timetabled breaks and lunches for all Bubbles to ensure there is no cross contamination of Bubbles.</p> <p>Each Bubble is given specific areas of the school to avoid cross contamination.</p>		
		No assemblies unless via hangouts or within class groups	<i>See above</i>		
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	<p><i>Teachers to address in class</i></p> <p><i>We have a no shouting policy in school</i></p> <p><i>Ebor to provide posters</i></p>		
		Rotas and systems to avoid contact between groups	<i>See above / September power point presentation - staff updated 5/1/2021</i>		
		Pinch points and bottle neck points identified and managed accordingly.	<p><i>Due to school design, majority of corridors could be classed as pinch points / bottlenecks.</i></p> <p><i>Mitigated by having a one way system in place</i></p> <p><i>Evidence during the summer and Autumn term suggests that this is working well</i></p>		

		Identify where screens would help prevent transmission of virus	<i>n/a – screen already in place in reception area.</i>  <i>Staff to highlight any areas where they feel that this might be appropriate</i>		
		Signage in place to remind people and daily reminders from line managers	<i>One way system – KP / RG-W to ensure replacement signs are maintained / replaced if required</i>  <i>SLT to remind staff, if required</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MOVEMENT AROUND THE BUILDING (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2	<b>Impact</b> 4		<b>Score</b> 8 - Low

#### **AREAS OF CONCERN**

*Consideration has been given to maintaining distance whilst moving around the building – floor markers at 2m intervals*

*One way systems are sign posted, but there is a need to go outside which is not ideal in winter.*

*Need to limit usage indoors / movement of groups around school as much as possible due to narrow corridors*

**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/actions-for-schools-during-the-coronavirus-outbreak>



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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<b>Classroom (Yrs. 3 upwards)</b> 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	<p><i>No touching</i></p> <p><i>Keep as much distance as possible between each other at all times</i></p> <p><b><i>Seating in years 2 - 6 is to be in sat in row facing forward at a distance of approx 2m</i></b></p> <p><i>All children facing front during any input and seated on wipeable astroturf as far apart as possible</i></p> <p><i>Any group work that involves face to face contact to be kept in short bursts and done with as much distance as possible</i></p> <p><i>Keep the use of equipment to that child for that day</i></p> <p><i>Names are to be put on pencils and rulers KS2</i></p>		

			<p><i>Staff reminded to keep as much distance (including children) as possible. - keep to a minimum and wash hands regularly.</i></p> <p><i>Interventions in small groups must take place open area with good ventilation. Staff must keep 2m distance where possible.</i></p> <p><i>Keep your distance with other <b>staff at all times</b> especially from other bubbles and as much as possible with children</i></p> <p><i>There should be no contact between staff from other bubble if possible</i></p> <p><i>Staff not to go into other classrooms etc. except in exceptional circumstances.</i></p> <p><i>Regular handwashing to take place throughout the day – see PowerPoint presentation.</i></p>		
①②③④⑤		Enter classroom one by one, populating seats front to back to reduce contact where possible	<p><i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i></p> <p><i>Staff given the option to wear PPE when on door duty –</i></p>		

			<i>however – one bubble, one door so it is not a mandatory requirement for them to do so.</i>		
		Arrange seating for children to sit one per desk at a 2m distance	<i>See point 1 above</i>		
		Minimise face to face child/teacher time	<i>Floor distance marking around teacher desk to be retained. Staff and children to be reminded on an ongoing basis – via staff meetings and teacher observations</i>		
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	<i>Staff made aware of the requirements and checklist to be provided as a reminder.</i>		
		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	<i>Any sharing between bubbles will be required with at least 72 hours notice.</i>  <i>Staff aware of the requirement to thoroughly clean / quarantine any items being shared between bubbles.</i>  <i>The way in which the bubbles have been designed, together with teaching topics should ensure that this is kept to a minimum during each half term</i>		

		<p>Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices</p>	<p><i>All staff to be made aware of the requirement to maintain a fresh flow of air, however there are limitations due to the layout / design of the school.</i></p> <p><i>All staff to be reminded that fire doors should remain closed and not propped open – SFO to ensure that this adhered to, together with the additional cleaning of door handles etc.</i></p>		
		<p>Own equipment only to be used by each child or allocated equipment where possible</p>	<p><i>Marfleet is to provide a clear plastic book bag and red drawstring PE bag to each child in school. No other bags / items are to be allowed in school.</i></p> <p><i>Both bags to be hung on the individual's allocated peg / coat hook during the day.</i></p> <p><i>KP to ensure that there are 30 pegs / hooks available for each class by the start of the autumn term</i></p> <p><i>Communication to be issued to parents to advise re revised rules that are in place for bringing items in to school.</i></p>		

			<i>All equipment used by each class to remain within their own bubbles.</i>		
		Mark out areas to reinforce distancing	<i>Designated Teacher Areas in all classrooms are already marked out. Teachers are to ensure that the markings are retained &amp; to ensure any replacement markings are actioned – speak to SFO if assistance is required.</i>  <i>Teachers to limit movement within classrooms where possible</i>  <i>Posters in place as a visible reminder and message reinforced.</i>		
		Daily awareness briefings by line managers, posters, manager spot checks	<i>Ongoing peer observations plus formal teacher observations etc.</i>  <i>Reminders / discussions about distancing to be included in weekly briefings etc.</i>		
<b>Early Years and KeyStage One (Yrs. 0-2)</b> Preventing transmission of virus in the	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	<i>Best endeavours – PPE made available to staff which must be worn if close contact is a possibility</i>  <i>Ability to change / wash clothes before leaving school, for staff, if desired</i>		

classroom through close contact or surface transmission ①③④⑤					
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR USE OF CLASSROOMS (Potential Impact x Likelihood)</b>	<b>Likelihood</b> 2	<b>Impact</b> 4		<b>Score</b> 8 - Low	
<b>AREAS OF CONCERN</b>					
<i>Bubble movements to be monitored and measures modified if needed</i>					
<b>STAFF REST ROOMS</b>					
<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Close contact and surface transmission	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	<i>Lunch Rotas and Bubble staff areas mean there is no close contact as there is only on</i>		

④⑤			<i>member of staff per Bubble at lunch at anyone time in a designated area</i>		
		Cleaning schedule in place to ensure equipment cleaned after use	<i>Staffroom – self clean area – staff to bring/take own utensils from/to home</i>  <i>Cleaning station located in staffroom</i>		
		Own utensils used			
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR STAFF REST ROOMS (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 3		<b>Score</b> 9 – LOW
<b>AREAS OF CONCERN</b>					
<b>PLAY/ EXERCISE / MUSIC</b>					
<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a>					

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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	<i>Outdoor gym equipment – see guidance notes – to be used by 1 class per day and then disinfected each evening</i>		
		Encourage outdoor play wherever possible	<i>Each bubble is allocated a specific break time during the day see PPT presentation for more details – staffing of break times to be kept within each bubble or a separate area for each bubble</i>		
		Rota and segregation for outdoor space to maintain distancing	<i>See above</i>		
		Rota for cleaning play equipment	<i>Each class to be responsible for its own equipment and to disinfect after use.</i>		
		No singing, wind or brass instrument playing	<i>All music lesson to be virtual</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR PLAY / EXERCISE / MUSIC (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2	<b>Impact</b> 4		<b>Score</b> 8 - Low
<b>COMMENTS OR CONCERNS</b>					



*Bubble movement to be monitored and measures modified if needed or equipment limited.*

## MEAL TIMES

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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	<i>Bubble rota system in place. All meals to be eaten in class – see PowerPoint presentation for specific details / times</i>  <i>Hutchinson catering to provide a hot meal– disposable takeaway box of food or Bubble plates</i>  <i>Or parents can provide a packed lunch as before. All packed lunches to be stored in the classroom</i>		
		System in place to collect lunch boxes; ensures distancing can be maintained	<i>To be hung on individual's peg</i>  <i>See above</i>		

		Catering staff treated as a group			
		All food waste must be disposed of in black bags/compostable bags	<i>Catering staff to be advised</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MEAL TIMES (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 3		<b>Score</b> 9 - MEDIUM
<b>AREAS OF CONCERN</b>					
<b>CHILDREN WITH COMPLEX NEEDS</b>					
Link has been withdrawn by gov.uk on 4 <sup>th</sup> August 2020					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Risk of cross contamination when dealing with children with complex needs	Anyone in building could be exposed to virus through close contact and airborne transmission	<b>Please refer to guidance already provided and refer queries to Rebecca McGuinn</b>			

③④⑤⑥					
Access/egress in building  ⑤	Staff/Children/ Contractors				

## 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>

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Toilets  ②④⑤	Staff/Children/ Contractors	Ensure cleaning rota in place	<p><i>Each toilet block to be cleaned:</i></p> <p><i>Before school starts – KP / JP</i></p> <p><i>Before lunch - AB</i></p> <p><i>Before home time – KP / JR / SB</i></p> <p><i>cleaning checklist to be completed daily &amp; retained in cleaning station individual file</i></p> <p><i>Sheets to be reviewed periodically by SLT &amp; overview recorded</i></p>		

		Process in place to ensure adequate supplies of cleaning materials at all times	<i>KP / RGW to monitor / order on a weekly basis</i>		
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	<i>token system to be put in place – 2 tokens per toilet block / bubble</i>		
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	<i>To be monitored on a lunchtime when toilets are cleaned</i>  <i>KP to check each day before leaving at 10am</i>		
		Ensure adequate supply of paper towels and wipes	<i>KP / RGW / JR / AB / SB to monitor / order on a weekly basis</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR EACH TOILET BLOCK (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 4	<b>Impact</b> 3		<b>Score</b> 12 – Medium
<b>AREA OF CONCERN</b> <i>See also maintaining hygiene – refresher training to be provided</i>  <i>Concern – due to perceived lack of toilets – design of building – exponential growth over recent years but no increase in number of toilets</i>					
<b>MAINTAINING HYGIENE</b>					

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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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	<p><i>School to be split into bubbles – each bubble to be “self-sufficient” and not mix with other cohorts.</i></p> <p><i>Children attending must arrive and leave from Bubble entrances to ensure there is no mixing.</i></p> <p><i>Class sizes should be kept to a minimum to enable social distancing guidelines to be observed. Bubbles will comprise of 1 year group:</i></p> <ul style="list-style-type: none"> <li>- EYFS</li> <li>- Years 1</li> <li>- Year 2 &amp; Blossoms</li> <li>- Year 3</li> <li>- Year 4</li> <li>- Years 5</li> <li>- Year 6</li> </ul>		

			<i>This level of occupancy does not apply to nursery children atm, but normal measures must be adhered to by staff re distancing, PPE, sharing equipment and sanitising</i>		
		Ensure sufficient washbasins so everyone is able to wash hands regularly	<i>All classrooms now have handwashing facilities available</i>		
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	<i>Staff to be reminded &amp; to promote hand hygiene in class on a regular basis – see PowerPoint presentation</i>		
		Build washing hands and 'catch it kill it bin it' into the culture	<i>Staff to be reminded &amp; to promote hand hygiene in class on a regular basis</i>		
		Enhance cleaning regime for busy areas	<i>Touchpoint cleaning leaflet to be circulated to all staff in September and is displayed in classrooms</i>  <i>Agree cleaning schedule for premises staff – what / when / how</i>  <i>Additional staff to provide additional cleaning during the day</i>		
		Ensure the school has enough hand washing or hand sanitiser 'stations'	<i>Cleaning station locations: Each classroom KS1 breakout area</i>		

		available so that all pupils and staff can clean their hands regularly	<i>KS2 toilets</i> <i>Outside pods</i> <i>Outside staff toilets</i> <i>Staffroom</i> <i>Main reception</i> <i>Acorn Room</i> <i>Kelly's Room</i>  <i>Hand washing/sanitising, Use of PPE and Touchpoint cleaning posters to be made available at every cleaning station as a reminder</i>  <i>Staff to request additional stock from the Office, when required. Premises staff to also monitor and replace if required</i>		
		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	<i>Reminder issued to Staff to promote hand hygiene in class on a regular basis</i>		
		<i>Accountabilities and responsibilities to be agreed with cleaning staff</i>	<i>RGW to update site staff</i>		
		<i>Consideration to be given to staff being given updated</i>	<i>RGW to consult with AR</i>		

		hygiene training, to include COVID-19 procedures			
Surface transfer  ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Touchpoint cleaning leaflet to be circulated to all staff and be displayed  Ensure that all staff have undertaken infection control training		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MAINTAINING HYGEINE</b>		<b>Likelihood</b> 3	<b>Impact</b> 4		<b>Score</b> 12 - MEDIUM
<b>AREAS OF CONCERN</b>					
<i>All staff to be encouraged to assist with additional sanitising of high risk areas – mutually beneficial for everyone</i>					
<b>USE OF PPE – Order via normal Purchase Order Procedures. SBM to monitor stock levels working alongside SFO.</b>					
<a href="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/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</a>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Ensuring safe and effective use of PPE	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor	<i>PPE Best Practice Posters to be displayed around school</i>		



②⑥		and HSE guidance on use of PPE			
		Ensure sufficient PPE available	<i>KP / RGW to monitor (i.e. check that all cleaning stations have the required items plus stock) weekly and reorder if required</i>		
		Ensure process in place for safe disposal of PPE	<i>instruction Covid 19 cleaning procedures - Enhanced Cleaning Routine leaflet issued by Ebor must be read by all employees – to be confirmed via google forms, queries and support to Estates</i>  <i>PPE to be made available to all staff throughout school via cleaning stations</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR USE OF PPE (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 3		<b>Score</b> 9 - LOW
<b>AREAS OF CONCERN</b>  <i>Staff don't follow guidance, guidance not understood, PPE not available</i>					

CONTRACTORS					
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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Contractors may bring Covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	<p><i>All contractors visits will be by prior appointment &amp; visits during the school day will be kept to a minimum and arranged for school holidays where possible</i></p> <p><i>All contractors to be booked onto Inventory prior to visit to reduce screen usage</i></p>		
		Ensure declaration is signed prior to entering site	<i>Reminder to be issued to staff re "Dealing with Contractors leaflet" to be completed by all contractors prior to accessing school</i>		
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	<i>Reminder to be issued to staff re "Dealing with Contractors leaflet" to be completed by all contractors prior to accessing school</i>		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CONTRACTORS (Potential Impact x Likelihood)		Likelihood 3	Impact 3		Score 9 - LOW
AREAS OF CONCERN					

<b>CARETAKING</b>  <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>					
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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Site Safety and Provision  ⑤⑥	Reopening after summer break	Ensure all the usual pre-term building checks and caretaker compliance checks are undertaken to make the school safe	<i>KP to update on an ongoing basis and highlight any outstanding issues to SLT / TRust Property Manager</i>		
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	<i>SFO to complete flushing of hot and cold water outlets weekly</i>		
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	<i>Industrial dishwasher in the school kitchen which is used daily when the kitchen is in use. There is also a dishwasher within the staffroom which should be used and cleared out by the staff daily as per a rota put in place. Kitchen staff to flush out kitchen systems</i>		

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	SFO to carry out statutory checks using Parago electronic system		
Air Conditioning Systems			Air conditioning not currently in use		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CARETAKING (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 3		<b>Score</b> 9 - LOW
<b>AREAS OF CONCERN</b>					
<b>GENERAL CLEANING</b>					
<a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Cleaning protection	ALL	Ensure cleaners wear minimum of disposable	Staff to be reminded of the need to wear appropriate PPE and		

④⑥		gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	<i>availability of additional resources</i>		
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	<i>Staff to be reminded on a regular basis</i>		
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	<i>See cleaning schedule</i>		
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc.	<i>Individual classes to organise and conduct. To refer to cleaning staff if additional help / guidance is required</i>		
General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	<i>Cleaning checklists already in place &amp; overviewed on an adhoc / weekly basis – process to be reviewed and adjusted if appropriate</i>		
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method	<i>Premises staff already aware of process – instructions to be reissued periodically as a reminder</i>		

Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use	<i>Areas to consider: - Library Music hall</i>  <i>All areas of school to be monitored and this list reviewed on a regular basis</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR GENERAL CLEANING</b>		<b>Likelihood</b> 3	<b>Impact</b> 4		<b>Score</b> 12 - Medium
<b>AREAS OF CONCERN</b>  <i>Relevant posters to be displayed where appropriate, as a reminder to all staff</i>  <i>SFO to review and monitor stock levels of all cleaning equipment on an ongoing basis</i>					
<b>TOUCHPOINT CLEANING</b>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
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	<i>Touchpoint cleaning leaflet to be reissued to all staff. displayed in classrooms</i>  <i>Guidance to be read and understood.</i>  <i>All staff reminded that this is the responsibility of everyone.</i>		

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR TOUCHPOINT CLEANING (Potential Impact x Likelihood)		Likelihood 3	Impact 3		Score 9 - LOW
AREAS OF CONCERN					
Touchpoint cleaning not being undertaken					
CLEANING FOLLOWING SUSPECTED COVID CASE					
<a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>					
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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Airborne and surface transmission  ②④⑤⑥⑦⑧ ⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	instruction Enhanced Cleaning Routine leaflet issued by Ebor must be read by all employees – to be confirmed via google forms, queries and support to Estates  PPE to be made available to all staff throughout school via cleaning stations		
		Change process for managing outbreak to ensure that after any	Staff to be encouraged to become familiar with information.		

		confirmed outbreak Public Health England are informed	<i>PPE to be readily available throughout school.</i>  <i>All staff to follow guidance provided</i>  <i>SLT to be aware of the process involved when a case has been identified.</i> <i>Ebor and PHE to be notified and their subsequent guidance to be followed.</i>  <i>“Action cards” from PHE to be distributed to SLT</i>		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CLEANING FOLLOWING SUSPECTED COVID CASE		Likelihood 4	Impact 4		Score 16 - High
AREAS OF CONCERN					
<i>Potential spread of the virus to additional individuals</i>					
WASTE MANAGEMENT PPE <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</a>					



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.  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Airborne and surface transmission ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school	<i>All staff - especially reception - and including kitchen staff - to be made aware</i>		
		All food waste must be disposed of in black bags/compostable bags	<i>All staff - including kitchen staff - to be made aware of the recommendations</i>		
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	<i>Alginate</i>  <i>Alginate bags – high density translucent red polythene bags that are designed to prevent the need to personally handle potentially contaminated garments</i>  <i>Marfleet to source a supply of bags</i>  <i>(Care- Alginate bags cannot be placed directly into a domestic washer)</i>		
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor	<i>“Enhanced Cleaning Routine” leaflet issued by Ebor to be read by all employees, with any queries and requests for support directed to Ebor Estates</i>		

		Covid-19 disposable method used	<i>No employee must handle PPE waste without having read and understood the leaflet</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR WASTE MANGEMENT PPE</b>		<b>Likelihood</b> 3	<b>Impact</b> 4		<b>Score</b> 12 – Medium
<b>AREAS OF CONCERN</b>  <i>To be monitored and reassessed on an ongoing basis.  Advice to be obtained from CST if an outbreak is identified</i>					
<b>MANAGING PREMISES</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
Statutory compliance has not been completed due to	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	<i>KP to confirm that all statutory checks are up to date.</i>		

availability of contractors					
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	<i>KP to produce annual schedule of statutory works in the first instance – going forwards, Parago will highlight when work is due to be completed</i>		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MANAGING PREMISES (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 3		<b>Score</b> 9 - Low
<b>Areas of concern</b>					
<b>POLICIES / EMERGENCIES / HEALTH &amp; SAFETY – Fire procedures etc.</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>					
<b>RISK BEING ASSESSED</b>	<b>PERSONS AT RISK &amp; HOW</b> e.g. employees, pupils, customers, contractors, members of public, other	<b>MEASURES TO REDUCE RISK</b>	<b>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES.</b>  <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>		<b>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT.</b>  <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>

Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	<p><i>All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances</i></p> <p><i>Staff and children briefed accordingly</i></p>	<p><i>EYFS to review changing / intimate care policy and make amendments where required</i></p> <p><i>Medical administration policy to be updated – RGW</i></p> <p><i>Fire Evacuation policy &amp; procedures to be updated</i></p> <p><i>Behaviour policy has been updated previously</i></p>		
Emergency evacuation whilst maintaining social distancing	Staff/Children/ contractors , close contact transmission	<p>Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised</p> <p>Put new / additional signage out if required <i>(Not required in relation to change in evacuation procedures)</i></p> <p>PEEPS should be reviewed and amended accordingly. <i>(no PEEPS currently in place)</i></p>	<p><i>Existing policy and procedures to remain in place – staff to ensure whole school observes social distancing as much as practically possible during any fire drills etc.</i></p>		
Administering First Aid & administratio	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake	– <i>each classroom has their own mini first aid kit which should be</i>		

<p>n of medicines safely</p> <p>Close contact and surface transmission</p>		<p>own first aid (e.g. washing grazes, application of self-adhesive dressings).</p> <p>Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/suspected infection with Coronavirus</p> <p>Guidance provided to 1<sup>st</sup> aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1<sup>st</sup> aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p> <p>Provide instruction to staff and notify parents that Children with a cough must be sent home – reminders to staff in briefings</p>	<p><i>sufficient to cope with the majority of minor injuries.</i></p> <p><i>PPE for staff is provided in each cleaning station located in each classroom and various other locations around school</i></p> <p><i>Process in place to undertake temperature checks if required - digital thermometer available at the office</i></p> <p><i>Any request to administer essential medicine during the school day should be discouraged.</i></p> <p><i>If deemed to be essential by SLT, a specific risk assessment will be put in place. It is expected that these instances will be by exception</i></p> <p><i>Leaflets on the use of PPE are on display in classrooms</i></p> <p><i>All first aid incidents must be recorded as normal</i></p>		
<p><b>Suspected case of</b></p>	<p>School Staff/Teachers/Parents/Visitors to School</p>	<p><i>Flowchart for procedure has been shared with staff and is displayed across the</i></p>	<p><i>Staff to ensure that radios are working correctly and are turned on, every day</i></p>		

<p><b>COVID-19 in School</b> Close contact and surface transmission</p>		<p><i>school in cleaning toolkit info</i></p> <p><i>Where a child is suspected of having CV-19, the standard Government guidelines are to be followed re advising other parents / closure of the bubble</i></p> <p><i>Refer to latest Government advise on the Gov.uk website – process has not been detailed here as the guidance keeps changing</i></p> <p><i>Process in place to move a symptomatic child to a separate room – radios to be used to notify SLT in the first instance</i></p> <p><i>PPE, including masks / Visors etc. is available for supervising adult in the isolated area.</i></p> <p><i>Contingency plan in place so the area where the person has been, can be isolated</i></p>	<p><i>Staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material - Refer to SLT in first instance via radio so that:-</i></p> <ul style="list-style-type: none"> <li><i>- Child can be moved to the isolation area safely by the bubble leader wearing appropriate PPE</i></li> <li><i>- Parents can be contacted by the office</i></li> </ul> <p><i>The Acorn Room has been designated as the room set aside for symptomatic children</i></p> <p><i>Ebor CST and PHE to be notified of any suspected cases at the outset by a member of SLT and their guidance followed</i></p>		
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		<i>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</i>			
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR HEALTH &amp; SAFETY (Potential Impact x Likelihood)</b>	<b>Likelihood</b> 3	<b>Impact</b> 4			<b>Score</b> 12 - MEDIUM
<b>Areas of concern</b>  Possible risk of passing the virus on to additional individuals if guidance is not adhered to					