

| RISK ASSESSMENT DETAILS | | RISK RATING & EVALUATION OF RESIDUAL RISK | | |
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| | Ebor Academy Trust | | | |
| Academy | Marfleet Primary | | | |
| TITLE OF RISK ASSESSMENT | March 2021 School Re-Opening Covid 19 H&S School Risk Assessment | | | |
| DETAILS OF ACTIVITY Full opening of school to accept all students in September 2020 following COVID-19 pandemic. To be read in conjunction with the latest powerpoint presentation to all staff on 7/9/2020 | | | | |
| RISK ASSESSMENT LOG REF | Version 1 | | | |
| OTHER RISK ASSESSMENTS CROSS REFERENCED* | H&S / Safeguarding / EYFS Intimate care / SEN | | | |
| WORKPLACE INSTRUCTION REF | | | | |
| DATE OF ASSESSMENT | 3rd March 2021 | | | |
| MANAGER CARRYING OUT RISK ASSESSMENT | Rebecca Gutherless-Wilcox | | | |
| NAME OF EMPLOYEES CONSULTED | Chris Frankish Ebor CST – Andy Roberts/Caren Grieves | | | |
| LOCATION OF ACTIVITY | Marfleet Primary | | | |
| Headteacher / Principal Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk. | | | | |
| Signature | Date | | | |

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

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| | 1 – 5 | Very Low |
| | 6 – 10 | Low |
| | 12 – 15 | Medium |
| | 16 – 20 | High |
| | 21 - 25 | CRITICAL |

In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 8th March 2021 can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

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 risk assessment together we have taken on board a wide range of updated guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 12 systems of control around prevention, specific circumstances and response to any infection.

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

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.

Recognizing the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

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> |
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| STAFF WELLBEING https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 | | | | |
| Social distancing | Staff at risk due to infection from working too closely with others | Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times | <i>Bubbles will comprise of 2 year groups together, and will be staffed by a dedicated team, where possible:</i> - EYFS - Years 1 & 2 - Years 3 & 4 - Years 5 & 6 <i>Staff encouraged to ensure distancing is maintained whenever possible</i> <i>One way system in place</i> <i>2m distancing markers to be displayed around school</i> | |

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| | | | <p>Staff encouraged not to congregate in communal areas eg staff room, reception area, photocopier.</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 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> | |
| | | 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 .23.2.21 - VS</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>Govt to provide supply of testing kits to school for use by staff, if required</i></p> | |

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| | | | <i>Staff to be encouraged to use, if required.</i> | |
| Social distancing | Unavoidable contact may lead to transmission | PPE guidance provided by CST to be read by all employees, guidance sought where unsure | <i>PPE leaflet to be reissued to all staff via google forms September 2020 - FM Information refreshed 04.03.2021.</i> | |
| 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 | Anxiety may be caused | Surgical masks available if required | <i>Surgical masks to be available throughout the school (cleaning stations / classrooms etc)</i> <i>School office to ensure stocks are maintained and reorder as necessary</i> | |
| Lack of staff due to unplanned absence | Inability to continue teaching | Robust plans in place to switch to online learning | <i>1 member of staff assigned to organise and facilitate online learning platforms for any bubbles that have to work from home.</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

Rapid Asymptomatic Covid-19 Testing for Staff (Voluntary)

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

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| Self-testing of staff members | All staff members currently attending the premises in person (part-time or full-time) | Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly. | Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues. | |
| Positive case identified | | Staff aware of the need for immediate self-isolation and requirement to take a PCR test | Detailed instruction book provided. Verbal reminders. | |
| | | Tests taken on a Monday and Thursday morning. | Staff to email SLT immediately in the event of a positive result. | Lack of staff to cover absences. |
| Negative test results | | Staff can continue to attend school premises provided they do not have symptoms. | Staff advised to self-isolate and book a PCR test if they have symptoms. | |
| | | Staff should not become complacent following repeated negative tests. | Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene. | |

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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood) | Likelihood of staff not being able to administer test 2 | Impact 3 | Score 6 | |
| AREAS OF CONCERN | | | | |
| CHILD WELLBEING | | | | |
| https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance | | | | |
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| Social distancing | Transmission of virus through close contact | Schools to develop plans for group sizes and maintaining consistent group sizes | <i>Bubbles will comprise of 2 year groups together (average bubble size circa 60 pupils plus 4 staff):</i> - EYFS - Years 1 & 2 - Years 3 & 4 - Years 5 & 6 | |
| Wellbeing | Children may be anxious with new rules and protocols | Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed | <i>Weekly Theme of the week' and 'Roots (PSHE) sessions to tie in with return.</i> | |

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| | | <p>Additional support to be available to work intensely with children in particular at start of term</p> | <p><i>KT 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 seen by wellbeing 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 and available for all staff to access</i></p> <p><i>Bubble charters to be used in each community – include rules around respect / SD etc</i></p> | |
| | | <p>Close monitoring and observation of children to identify any signs of distress</p> | <p><i>Staff are aware of the process involved in making any urgent / immediate referrals</i></p> <p><i>Weekly VCL meetings will be held with staff to create an up to date school case load.</i></p> | |

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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CHILD WELLBEING (Potential Impact x Likelihood) | Likelihood 4 | Impact 3 | Score 12 - Medium | |
| AREAS OF CONCERN <i>The full extent of child wellbeing and the issues surrounding integration will not be fully known until children return to school. To be monitored on an ongoing basis.</i> | | | | |
| ACCESS / EGRESS TO SCHOOL https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | | | | |
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| Travel to school | Virus may spread if too close contact | Minimise number congregating at same times by offering staggered start and end times where appropriate | <p>Breakfast club 8:00am - 8:30am office door</p> <p>EYFS 8:45am - 9am normal pickup and drop off from classroom 3:00pm pick up from classroom</p> <p>Year 1 and 2 9:00am - 9:15am year 1 and 2 classroom doors 3:00pm - 3:15pm classroom doors</p> <p>Year 3 9:00am office door</p> <p>Year 4 9:00am office door 3:15 main gate</p> <p>Year 5 and 6 8:45am - 9:00am main gate 3:25pm main gate</p> <p>Blossoms To the classroom door between 8:30am and 9:00am 3:00pm – 3:15pm classroom door</p> <p>Siblings collection</p> | |
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| | | | <i>Hall door between 3:15pm and 3:30pm</i> | |
| | | Allocate supervised group collection points | <p><i>See above</i></p> <p><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></p> <p><i>Staff may wear face masks when on door duty if they wish,</i></p> | |
| | | Ensure parents know they can't come onto site | <p><i>Only EYFS and KS1 parents will be allowed on to site to drop children off at staggered times.</i></p> <p><i>All other parents to remain on the public footpath outside.</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 | <i>Parents to be issued with an advice leaflet – suggesting avoidance of public transport etc. and increase opportunity for walk / cycle usage</i> | |

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| | | | Information is included in the "New rules for drop off and pick up" leaflet included in the Ebor Toolkit | |
| Social distancing | Virus may spread if too close contact | Designated and marked out parking area for contractors and guests with safe distance | <p><i>Marfleet does not have a car park so parking will be on the public highway</i></p> <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</i></p> | |
| | | Number of entrances/exits at site maximised and limited to groups where practical | <p>Staff / Visitors <i>Via main reception</i></p> <p>Breakfast club <i>Office door</i></p> <p>EYFS <i>Classroom door</i></p> <p>Year 1 and 2 <i>Classroom doors</i></p> | |

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| | | | <p>Year 3 <i>Office door</i></p> <p>Year 4 <i>Office door/main gate pick up</i></p> <p>Year 5 and 6 <i>Main gate</i></p> <p>Blossoms <i>Classroom door</i></p> <p>Siblings collection <i>Hall door</i></p> | |
| Transport | Pressure on public transport/ road network | Encourage parents and children and young people to walk or cycle to their education setting where possible | <i>Information available on school website.</i> | |
| | | Measures to prevent use of and crowding on public transport including staggered start and finish times | <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 start / finish times 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> | |

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| | | | <p><i>Staff to avoid sharing lifts 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> | |
| | | Guidance given to early years Staff on dealing with soiled clothing | <p><i>Information provided with previous RA Actions. (PPE & double bagging etc.)</i></p> <p><i>Intimate care plans in place and shared with staff and parents of children.</i></p> | |
| | | Area to change allocated, Bags to put clothing in provided | <p><i>Toilet near kitchen to be used if required.</i></p> <p><i>Red bin bags provided, if required</i></p> | |
| Airborne transmission | 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 if a child displays symptoms. Information to be securely stored with controlled access and disposed of after a year | <i>Parents to advise staff by phone if child has symptoms - child is NOT to come to school</i> | |
| | | Staff signing in | <i>All staff to use their ID badge / bar code scanner to sign in / out</i> | |

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| | | | <p><i>of school using the Inventory system. This is to reduce screen usage.</i></p> <p><i>If staff have to sign in using the screen they must wipe the screen afterwards</i></p> <p><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></p> <p><i>Health check declaration appears upon signing in. Cannot proceed if not agreed to.</i></p> | |
| 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 | 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 Ebor Risk assessment to be completed where appropriate</i> | |
| Close contact and airborne transmission | | Plan in place to ensure distancing can be observed during access and egress of building | <p><i>Staggered start and finish times in place.</i></p> <p><i>Separate entrance / exit routes to be used.</i></p> | |

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| Close contact and airborne transmission | Reception staff | Staff must operate behind their protected area | <p><i>Office hatch window to remain closed, as far as practically possible.</i></p> <p><i>Face guard to be provided as an alternative.</i></p> <p><i>Intercom to be used for all callers where possible.</i></p> <p><i>Ideally all visitors will be by prior appointment only & visits during the school day are to be kept to a minimum.</i></p> | |
| Close contact and airborne transmission | 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. EW 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. (EW)</i></p> <p><i>Hand sanitiser dispenser to be available in the reception area (KP to arrange to fix dispenser to wall)</i></p> | |

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| | | | <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 | 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 | <p><i>Office staff to be reminded of the process</i></p> <p><i>PPE / Gloves etc. to be made available in the reception area</i></p> | |
| | 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 | <p><i>School uses Inventory which keeps a log of visitors</i></p> <p><i>Staff reminded that all visitors MUST sign in via Inventory.</i></p> <p><i>All visitors should be by prior appointment and booked into Inventory to reduce screen usage, where possible</i></p> | |
| | | Ensure parents know they are not allowed to 'turn up' to school without an appointment | <i>Parents to be reminded of new rules via bloomz / website / weekly wave</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR ACCESS / EGRESS TO SCHOOL (Potential Impact x Likelihood) | | Likelihood 3 | Impact 4 | Score 12 - MEDIUM |

AREAS OF CONCERN

Concern - surrounding the number of parents congregating around school at start / home times as a significant number of families have children in various different bubbles. Parents likely to “hang around” to collect siblings, but decision has been made not to allow children to leave earlier than their designated time slot.

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> |
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| Virus contracted whilst moving around building through airborne or close contact transmission | 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 start / finish / break / lunch times should reduce interaction with other bubbles</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 |

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| | | | <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> | |
| | | 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 | <i>Teachers to address in class</i> <i>We have a no shouting policy in school</i> <i>Ebor to provide posters</i> | |
| | | Rotas and systems to avoid contact between groups | <i>See above / February powerpoint presentation</i> | |
| | | Pinch points and bottle neck points identified and managed accordingly. | <i>Due to school design, majority of corridors could be classed as pinch points / bottlenecks.</i> <i>Mitigated by having a one way system in place</i> <i>Evidence during the summer/autumn term suggests that this is working well</i> | |
| | | Identify where screens would help prevent transmission of virus | <i>n/a – screen already in place in reception area.</i> | |

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| | | | <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 / EW / FM to ensure replacement signs are maintained / replaced if required</i> <i>SLT to remind staff, if required</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MOVEMENT AROUND THE BUILDING (Potential Impact x Likelihood) | | Likelihood 3 | Impact 4 | Score 12 - Medium |
| AREAS OF CONCERN <i>Consideration has been given to maintaining distance whilst moving around the building – floor markers at 2m intervals</i> <i>One way systems are sign posted, but there is a need to go outside which is not ideal in winter.</i> <i>Need to limit usage indoors / movement of groups around school as much as possible due to narrow corridors</i> | | | | |
| 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> |

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| <p>Classroom (Yrs. 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission</p> | <p>Staff/Children potential exposure to virus through close contact or picking it up from surfaces</p> | <p>Classrooms to be organised to maximise distancing</p> | <p><i>No touching</i></p> <p><i>Keep as much distance as possible between each other at all times</i></p> <p><i>Seating in years 3 - 6 is to be in sat in rows facing forward</i></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>Try and keep the use of equipment to that child for that day (where possible)</i></p> <p><i>Names are to be put on pencils and rulers KS2</i></p> <p><i>Classrooms to retain designated breakout areas for maths / literacy etc.</i></p> <p><i>Staff reminded to keep as much distance (including children) as</i></p> | |
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| | | | <p><i>possible. - keep to a minimum and wash hands regularly.</i></p> <p><i>Keep your distance with other staff at all times especially from other bubbles.</i></p> <p><i>There should be as little contact between staff from other bubble as possible</i></p> <p><i>Staff to avoid going into other classrooms etc.</i></p> <p><i>Regular handwashing to take place throughout the day – see PowerPoint presentation.</i></p> | |
| | | Enter classroom one by one, populating seats front to back to reduce contact where possible | <p><i>Entry into 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></p> <p><i>Staff given the option to wear PPE when on door duty – however – one bubble, one door so it is not a mandatory requirement for them to do so.</i></p> | |
| | | Arrange seating for children to sit side by side no more than 15 per row where possible | <i>See point 1 above</i> | |

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| | | 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>Minimal sharing between bubbles will be required. Staff aware of the requirement to thoroughly clean / quarantine any items being shared between bubbles. 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> | |
| | | Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices | <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. All staff to be reminded that fire doors should remain closed and</i> | |

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| | | | <i>not propped open – SFO to ensure that this adhered to, together with the additional cleaning of door handles etc.</i> | |
| | | Own equipment only to be used by each child or allocated equipment where possible | <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>Communication to be issued to parents to advise re revised rules that are in place for bringing items in to school.</i></p> <p><i>All equipment used by each class to remain within their own bubbles.</i></p> | |
| | | Mark out areas to reinforce distancing | <p><i>Designated Teacher Areas in all classrooms are already marked out. Teachers are to ensure that the markings are retained & to ensure any replacement markings are actioned – speak to SFO if assistance is required.</i></p> <p><i>Teachers to limit movement within classrooms where possible</i></p> | |

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| | | | <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> | |
| Early Years and KeyStage One (Yrs. 0-2) Preventing transmission of virus in the classroom through close contact or surface transmission | 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</i> <i>Ability to change / wash clothes before leaving school, for staff, if desired</i> | |
| Classroom (Yr 2) Assessing and preventing transmission of virus in the classroom | Staff/Children potential exposure to virus through close contact or picking it up from surfaces | Classrooms to be organised to maximise distancing | <i>No touching</i> <i>Keep as much distance as possible between each other at all times</i> <i>Seating in Year 2 is to be as spacious as possible.</i> | |

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| through close contact or surface transmission | | | <i>All children facing front during any input.</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR USE OF CLASSROOMS (Potential Impact x Likelihood) | Likelihood 3 | | Impact 4 | Score 12 - Medium |
| AREAS OF CONCERN <i>Concerns – children ignore rules, equipment not put away / cleaned</i> <i>Bubble movements to be monitored and measures modified if needed</i> | | | | |
| STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres | | | | |
| 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 | Everyone close contact or picking it up from surfaces | Rotas ensure distancing can be maintained in staff areas | <i>Due to lunch time school dinner requirements, there will be a reduced number of staff having lunch at the same time</i> | |

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| | | | <p>- See PPT presentation for more info</p> <p>Staff encouraged not to use staffroom</p> <p>Reduced number of chairs to be provided</p> | |
| | | Cleaning schedule in place to ensure equipment cleaned after use | <p>Staffroom – self clean area – staff encouraged to bring/take own utensils from/to home</p> <p>Cleaning station located in staffroom</p> | |
| | | Own utensils used | | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR STAFF REST ROOMS (Potential Impact x Likelihood) | | Likelihood 3 | Impact 3 | Score 9 – LOW |
| AREAS OF CONCERN | | | | |
| PLAY/ EXERCISE / MUSIC | | | | |
| https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms | | | | |

| 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> |
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| Close contact and surface transmission | Staff/Children may suffer contamination through close contact and virus picked up from surfaces | Prevent use of equipment that could transmit virus | <i>Music - see separate RA</i> <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</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 staff to be made aware, via PPT presentation / circulation of Risk Assessment</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR PLAY / EXERCISE / MUSIC (Potential Impact x Likelihood) | | Likelihood 3 | Impact 4 | Score 12 – Medium |
| COMMENTS OR CONCERNS | | | | |

Concerns - children ignore rules, equipment not put away or cordoned off

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> |
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| Close contact and surface transmission | 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>Hutchison's to provide a hot packed lunch – 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> | |
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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MEAL TIMES (Potential Impact x Likelihood) | Likelihood 4 | | Impact 3 | Score 12 - MEDIUM |
| AREAS OF CONCERN | | | | |
| <i>Failure of rota, food not prepared on time, teacher can't leave classroom as planned – to monitor and adjust as necessary</i> | | | | |
| <i>Tight turnaround times</i> | | | | |
| CHILDREN WITH COMPLEX NEEDS | | | | |
| This publication was withdrawn on 04.08.2020 but the link still works. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people | | | | |
| RISK 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> |
| 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 | Please refer to guidance already provided and refer queries to Rebecca McGuinn | | |
| Access/egress in building | Staff/Children/Contractors | | | |

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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR EACH TOILET BLOCK (Potential Impact x Likelihood) | | Likelihood 3 | Impact 3 | Score 9 – Low |
| AREA OF CONCERN | | | | |
| 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 | Staff/Children/ Contractors | Ensure cleaning rota in place | <i>Each toilet block to be cleaned:</i> <i>Before school starts – KP / JP</i> <i>Before lunch - AB</i> <i>Before home time – KP / JR / SB</i> <i>cleaning checklist to be completed daily & retained in cleaning station individual file</i> <i>Sheets to be reviewed periodically by SLT & overview recorded</i> | |

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| | | Process in place to ensure adequate supplies of cleaning materials at all times | <i>KP / EW / FM 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) | 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 / FM / EW / JR / AB / SB to monitor /order on a weekly basis</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR EACH TOILET BLOCK (Potential Impact x Likelihood) | | Likelihood 4 | Impact 3 | Score 12 – Medium |
| AREA OF CONCERN <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> | | | | |
| MAINTAINING HYGIENE https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | | | | |

| 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> |
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| Hygiene practices | 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>Staggered start / finish / break / lunchtimes to be established for each bubble – see PowerPoint presentation for details</i></p> <p><i>Bubbles:-</i> <i>EYFS</i> <i>Year 1 and 2</i> <i>Year 3 and 4</i> <i>Year 5 and 6</i></p> <p><i>Blossoms – with 1 & 2</i></p> | |
| | | 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 & 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 & to promote hand hygiene in class on a regular basis</i> | |

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| | | Enhance cleaning regime for busy areas | <p><i>Touchpoint cleaning leaflet to be circulated to all staff again as a reminder in March.</i></p> <p><i>Agree cleaning schedule for premises staff – what / when / how</i></p> <p><i>Existing staff reassigned to undertake midday cleaning duties in the high volume traffic / toilet areas</i></p> <p><i>Additional staff employed to provide additional cleaning during the day</i></p> | |
| | | Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly | <p><i>Cleaning station locations:</i></p> <p><i>Each classroom</i></p> <p><i>KS1 breakout area</i></p> <p><i>KS2 toilets</i></p> <p><i>Outside pods</i></p> <p><i>Outside staff toilets</i></p> <p><i>Staffroom</i></p> <p><i>Main reception</i></p> <p><i>Acorn Room</i></p> <p><i>Kelly's Room</i></p> <p><i>Hand washing/sanitising, Use of PPE and Touchpoint cleaning posters to be made available at every cleaning station as a reminder</i></p> | |

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| | | | <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 to be 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>Rota in place</i> | |
| | | <i>Consideration to be given to staff being given updated hygiene training, to include COVID-19 procedures</i> | <i>Courses available to staff on infection control and Covid</i> | |
| Surface transfer | Staff, Children & Contractors | Ensure surfaces are wiped at regular times | <i>Touchpoint cleaning leaflet to be circulated to all staff again as a reminder</i> <i>Ensure that all staff have undertaken infection control training</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MAINTAINING HYGEINE | | Likelihood 4 | Impact 3 | Score 12 - MEDIUM |
| AREAS OF CONCERN <i>Concern surrounding additional cleaning requirements during the middle of the day – current work schedules to be adjusted to accommodate increased requirements.</i> <i>All staff to be encouraged to assist with additional sanitising of high risk areas – mutually beneficial for everyone</i> | | | | |

USE OF PPE – order via normal Purchase Order Procedures

<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>

| 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> |
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| Ensuring safe and effective use of PPE | Staff using PPE in appropriately may be infected | Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE | <i>Best practice when using PPE leaflet to be circulated again</i> <i>PPE Best Practice Posters to be displayed around school</i> | |
| | | Ensure sufficient PPE available | <i>KP / FM / EW 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> | |

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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR USE OF PPE (Potential Impact x Likelihood) | | Likelihood 3 | Impact 3 | Score 9 - LOW |
| AREAS OF CONCERN | | | | |
| <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 | Staff, Children & Contractors | Ensure booking system in place for contractors | <i>Ideally all contractor visits will be by prior appointment & visits during the school day will be kept to a minimum</i> <i>All contractors to be booked onto Inventory prior to visit to reduce screen usage</i> | |
| | | 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</i> | |

| | | | contractors prior to accessing school | |
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| 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 | | | | |
| CARETAKING | | | | |
| https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm | | | | |
| 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> |
| Caretaker | Caretaker becomes unwell | School sickness policy and Ebor guidance in place | Line manager informed | |
| Caretaker | Caretaker develops symptoms | Room set aside for symptomatic members of staff and children(ideally with a window that can be opened to provide ventilation) Masks available for supervising adult in the isolated area. Contingency plan in place so the area where the person has been, can be | HT & SBP to be informed immediately of a suspected case of Covid Caretaker is taking part in the voluntary Lateral Flow Testing process. | |

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| | | isolated Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided | | |
| Site Safety and Provision | Full return to school 8th March 2021 | Ensure all the usual 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 Estates & Facilities Manager</i> | |
| Water Systems | Flushing of Cold and Hot Water | Ensure that all cold and all hot water outlets are flushed | <i>Completed by Caretaker</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>Completed by Caretaker</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 | <i>Completed by Caretaker</i> | |
| Air Conditioning Systems | | | <i>Units serviced in September</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR CARETAKING (Potential Impact x Likelihood) | | Likelihood 3 | Impact 3 | Score 9 - LOW |
| AREAS OF CONCERN | | | | |

GENERAL CLEANING

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

| 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> |
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| Cleaning protection | ALL | Ensure cleaners wear a minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid | <i>Staff to be reminded of the need to wear appropriate PPE and availability of additional resources</i> | |
| Surface transmission | 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 | ALL | Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day | <i>See cleaning schedule</i> | |
| General cleaning | 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 | ALL | Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas | <i>Cleaning checklists already in place & overviewed on an adhoc / weekly basis – process to be reviewed and adjusted if appropriate</i> | |
| Cleaning materials | ALL | Disposal of cleaning materials by double bagged Covid method | <i>Premises staff already aware of process – instructions to be</i> | |

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| | | | <i>reissued periodically as a reminder</i> | |
| Surface transmission | Spaces used by more than one class or group | Ensure these are cleaned between use | <i>Areas to consider: -</i> <i>Library</i> <i>Music hall</i> <i>All areas of school to be monitored and this list reviewed on a regular basis</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR GENERAL CLEANING | | Likelihood 3 | Impact 4 | Score 12 - Medium |
| AREAS OF CONCERN | | | | |
| <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> | | | | |
| TOUCHPOINT CLEANING | | | | |
| 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 | 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.</i> <i>Guidance to be read and understood.</i> <i>All staff reminded that this is the responsibility of everyone.</i> | |

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| 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 | | | | |
| https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings | | | | |
| RISK BEING ASSESSED | PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other | MEASURES TO REDUCE RISK | HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. If you propose to accept the risk as you are unable to mitigate it, please note this. | PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. If you feel preventative measures are not possible or appropriate, please state this along with your reasons |
| Airborne and surface transmission | 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 | |

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| | | <p>Change process for managing outbreak to ensure that after any confirmed outbreak Public Health England are informed</p> | <p><i>Staff to be encouraged to become familiar with information. PPE to be readily available throughout school.</i></p> <p><i>All staff to follow guidance provided</i></p> <p><i>SLT to be aware of the process involved when a case has been identified.</i></p> <p><i>Ebor and PHE to be notified and their subsequent guidance to be followed.</i></p> <p><i>“Action cards” from PHE to be distributed to SLT</i></p> | |
| 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 <p><i>Potential spread of the virus to additional individuals</i></p> | | | | |
| WASTE MANAGEMENT PPE <p>https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</p> | | | | |

| 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> |
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| Airborne and surface transmission | 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 a bag and then into relevant outer bags - double bagging required | | |
| | | Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used | <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> <i>No employee must handle PPE waste without having read and understood the leaflet</i> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR WASTE MANAGEMENT PPE | | Likelihood 3 | Impact 4 | Score 12 – Medium |
| AREAS OF CONCERN <i>To be monitored and reassessed on an ongoing basis.</i> <i>Advice to be obtained from CST if an outbreak is identified</i> | | | | |

MANAGING PREMISES

<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> |
|---|---|---|--|---|
| Statutory compliance has not been completed due to availability of contractors | Everyone on site | Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been | <i>KP to confirm that all statutory checks are up to date.</i> | |
| | | 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> | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR MANAGING PREMISES (Potential Impact x Likelihood) | | Likelihood 3 | Impact 3 | Score 9 - Low |

Areas of concern

POLICIES / EMERGENCIES / HEALTH & SAFETY – Fire procedures etc.

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

<https://www.gov.uk/coronavirus/education-and-childcare>

| 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> |
|---|---|--|--|---|
| 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 – EW/FB</i></p> <p><i>Fire Evacuation policy & 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><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> | |

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| | | PEEPS should be reviewed and amended accordingly. <i>(no PEEPS currently in place)</i> | | |
| Administering First Aid & administration of medicines safely Close contact and surface transmission | Staff/Children. Contamination through close contact | <p>Children to be directed where applicable (but supervised) to undertake 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 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1st 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>each classroom has their own mini first aid kit which should be 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> | |

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| | | | <i>All first aid incidents must be recorded as normal</i> | |
| Suspected case of COVID-19 in School Close contact and surface transmission | School Staff/Teachers/Parents/Visitors to School | <p><i>Flowchart for procedure has been shared with staff and is displayed across the 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 advice 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>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</i></p> | <p><i>Staff to ensure that radios are working correctly and are turned on, every day</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"> <i>- Child can be moved to the isolation area safely by the bubble leader wearing appropriate PPE</i> <i>- Parents can be contacted by the office</i> <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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| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR HEALTH & SAFETY (Potential Impact x Likelihood) | Likelihood 3 | Impact 4 | Score 12 - MEDIUM |
| Areas of concern Possible risk of passing the virus on to additional individuals if guidance is not adhered to | | | |

| BREAKFAST CLUB / SPORTS PROVISION | | | | |
|---|--|---|---|--|
| https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-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> |
| Breakfast Club provision | Staff Pupils Parent/Carers | <ul style="list-style-type: none"> Any person (staff, parent or child) will not attend the site if suffering from any of the identified COVID-19 symptoms PPE will be worn by parents whilst on school site Children will be expected to have washed each morning before arriving at the provision Upon arrival, parents will leave the children at the BC door | | |

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| | | <ul style="list-style-type: none"> • Upon arrival, children will be met at the door by member of BC staff • Children will be asked to wash their hands on arrival (or be offered the use of hand sanitiser) • Children will be guided to associate with peers from their own school bubble • There will / will not be provision of food [state individual provision] | | |
| External Sports provision (school run) | Staff Pupils Parent/Carers | <ul style="list-style-type: none"> • Any person (staff, parent or child) will not attend the provision if suffering from any of the identified COVID-19 symptoms • Upon arrival, children will be met at the venue (indoor or outdoor) by a member of the school team • Children will be asked to wash their hands on arrival (or be offered the use of hand sanitiser) • Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles • Equipment will be cleaned with detergent prior to each session • Touch point sanitisation will take place prior to each session • No contact sports provision until further notice • PPE will be worn by parents whilst on school site arriving to collect their children | | |

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| | | <ul style="list-style-type: none"> • Parents and children will evacuate the site quickly and efficiently after collecting children | | |
| <p>External Sports provision (external provider)</p> <p>OUTDOOR ONLY</p> | <p>Provider Pupils Parent/Carers</p> | <ul style="list-style-type: none"> • Any person (club provider, parent or child) will not attend the provision if suffering from any of the identified COVID-19 symptoms • Upon arrival, children will be met at the outdoor venue by a member of the provision • The club provider will ensure they have a list of contact details in a protective sleeve in case of emergency • The club provider will submit their own risk assessment to the school for consideration prior to ANY club taking place • Children will be asked to wash their hands on arrival (or be offered the use of hand sanitiser) • Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles • Equipment will be cleaned (by the provider) with detergent prior to each session • Touch point sanitisation will take place prior to each session • No contact sports provision until further notice | | |

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| | | <ul style="list-style-type: none"> • PPE will be worn by parents whilst on school site arriving to collect their children • Parents and children will evacuate the site quickly and efficiently after collecting children | | |
| HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR HEALTH & SAFETY (Potential Impact x Likelihood) | Likelihood 3 | Impact 3 | Score 9 - LOW | |
| Areas of concern | | | | |