

## Additional Covid-19 School Premises Risk Assessment from 1st September 2021

Date of latest review: 16 December 2021

Reviewed by: GGI/ABA/LRI/KAH/SCP

**NB.** The measures outlined below will apply to all school organised activities including before and after school care in primary and Results Day(s). Measures that exist during full school opening will be applied during partial school opening.

Hazard/Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
<b>Access Egress</b>					
Pedestrian access to school	Students, staff, parents, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Access to and exit from primary school using a one-way system</li> <li>One Primary Phase entrance to site only and 2 exits</li> <li>Secondary parents instructed to remain in secondary car park for pick up. Parents use a one way system to prevent waiting.</li> <li>Students crossing car park to use rear entrance: <ul style="list-style-type: none"> <li>delivery times scheduled in advance, where possible.</li> <li>Site to move barriers for student walkway across the car park into place by 8am and remove by 9am, again put in to place at 2.45 and remove just after 4.</li> <li>Staff located in Hi-vis to supervise students.</li> </ul> </li> <li>Lines marked outside each building used to designate social distancing and individuals or families remain in the area until called forward (both phases and all entrances)</li> <li>System communicated to all parents and year group</li> <li>Hand sanitiser in both Reception areas</li> <li>Appropriate conduct induction given to all Secondary students</li> </ul>	Review process after first day	Low
Vehicle access During drop off and collection	Students, staff, parents, visitors, contractors	Being hit by moving vehicles	<ul style="list-style-type: none"> <li>Car park used. No dropping off/pickups from road</li> <li>Primary parents encouraged to walk to and from school</li> <li>Supervised, cordoned 'Safe walkway' created across carpark for students</li> <li>Home School Agreement in place from September signed by all parents.</li> </ul>	Review process after first day	Med

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Minimising contact with individuals with symptoms or whose families have symptoms	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Children who are 'clinically extremely vulnerable' can attend school unless otherwise directed by a doctor.</li> <li>Those pupils who generally remain under the care of a specialist health professional will need to discuss their care with their doctor.</li> <li>Home School Agreement in place from September signed by all parents.</li> <li>Appropriate conduct induction (refresher) given to all Secondary students at start of summer term</li> </ul>		Low
Suspected case of Covid-19 in school	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students who becomes unwell with symptoms of Covid-19 (new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>',</li> <li>Parent/carer advised that student should <a href="#">arrange to have a PCR test</a> to see if they have coronavirus.</li> <li>Move the student, awaiting collection, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</li> <li>Open window for ventilation.</li> <li>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>Report case to PHE and follow their advice on when patient can return to school/any self-isolation required for other students/staff</li> <li>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>All areas used or visited by child / staff member will be deep cleaned.</li> <li>Governors will be alerted to hazard and actions</li> <li>Keep up to date with PHE advice and update risk assessment as necessary</li> <li>Comply with PHE advice on track and trace</li> <li>Home School Agreement in place from September signed by all parents.</li> <li>Appropriate conduct induction (refresher) given to all Secondary students at start of summer term</li> </ul>		Low
Access to testing	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Anyone with symptoms over the age of 5 can book a test directly using the government website</li> <li>During normal school time, lateral flow tests will be available to all secondary students and staff who are unable to administer these at home.</li> <li>Lateral flow tests to be carried out by staff at home twice weekly using home testing kits</li> </ul>	Updated 11/01/21	Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Any on site testing to be undertaken in the 'testing area' of the school according to the guidelines set out by the DFE:               <ul style="list-style-type: none"> <li>All testing operatives in full PPE</li> <li>Testing stations cleaned down after each test</li> <li>All testing booths and individuals in waiting room(s) to be 2 metres apart at all times</li> <li>Only authorised personal permitted in the testing centre.</li> <li>See Appendix 1 Risk Assessment Lateral Flow Device Testing in School</li> <li>See Appendix 2 Covid 19 Asymptomatic Staff Home Testing</li> </ul> </li> <li>All secondary students will receive 2 lateral flow tests on site at the start of the Academic year.</li> <li>All secondary students and staff will be required to home test twice weekly (Sun and Weds) using home testing kits provided by the school. This to take place until further guidance from PHE, but at least for the month of September 2021.</li> <li>Staff and students to log test results using the NHS online service</li> </ul>		
<b>First aid</b>					
First Aid provision	Staff	Cross contamination	<ul style="list-style-type: none"> <li>Designated Lead First Aider on site at all times (LRI and DPO) with a list of other first aiders available in all shared staff spaces.</li> <li>Designated Staff member on site who can administer medicine</li> <li>Deliver support and welfare as normal within EYFS setting</li> <li>Deliver support and welfare in KS 1,2, 4 &amp; 5 where ever possible in classrooms/Main Hall or as normal in medical room</li> <li>One child in the medical rooms at a time with maximum 2 adults</li> <li>Seating at 2m distancing outside room to maintain social distancing</li> <li>Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>PPE (aprons, gloves, masks) used in suspected cases/situations – available to all staff on site</li> </ul>	Check PPE provision daily	<b>Low</b>
First aid kits	Staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>First Aid kits available for classroom/Main Hall use and outside use if required.</li> <li>First Aid kits delivered to rooms by registered first aider only</li> </ul>	Check daily	<b>Low</b>
PPE	Staff, students, contractors	Cross contamination	<ul style="list-style-type: none"> <li>Face coverings should be worn by all staff and visitors in Primary and Secondary when moving around the premises, outside of classrooms, such as in corridors and communal areas.</li> <li>Students in Secondary phase should wear face coverings when moving around the site e.g. corridors and communal areas.</li> <li>Students who are exempt will be issued with AVA exemption cards.</li> <li>Face shields are available for staff should they wish to use. Collected daily from Sarah Walland in secondary or the primary staffroom.</li> <li>Face masks and gloves are available for staff should they wish to use. Collected daily from Sarah Walland or in secondary or the primary staffroom.</li> </ul>	Check PPE provision daily	

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Disposable aprons available for staff should the wish to use. Collected daily from the staff room.</li> <li>Anti-bacterial wipes available to all staff/classrooms (students in secondary will clean their own desk at the start of each lesson using an anti bac/disinfectant wipe). All available from Sarah Walland</li> <li>Hand sanitiser available to all staff/classrooms. All secondary students will sanitise hands on entry, dispensed by students.</li> <li>Alcohol hand sanitiser risk assessment in place.</li> <li>Ensure staff know the correct way to use/wash/dispose of PPE.</li> <li>Lidded bins in each classroom for disposal of tissue and anti bac wipes, emptied daily.</li> <li>PPE and hazardous materials used in treating students and staff with suspected symptoms placed in yellow bins. Specialist collection in place for these bins</li> </ul>		
<b>Hygiene</b>					
Correct hand washing techniques and frequency	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students reminded of safe handwashing practises</li> <li>All students and children will be shown and in house instructional video on the system of controls, including handwashing, at regular intervals.</li> <li>All students wash hands or sanitise immediately upon arrival for 20 seconds, supervised by staff.</li> <li>Students are advised to wash hands at the end of every break and lunch</li> <li>Cleaning contractors to ensure good supply of soap in toilets</li> <li>Hand washing signs in all toilets</li> <li>Hand sanitiser available for staff to use in every room, teaching space, Main Hall, Primary Hall and Atrium.</li> <li>Secondary staff to monitor sanitising by every student upon arrival at the classroom.</li> <li>Staff to sanitise on arrival at every new classroom.</li> <li>Appropriate conduct induction given to all Secondary students</li> <li>Students who have allergic reaction to hand sanitizer will be asked (and permitted to leave class) to wash hands as an alternative. Gloves can also be provided for these students.</li> <li>Primary students handwash (supervised by staff) prior to lunch and break and on return to classroom after break.</li> <li>Secondary students sanitise hands (supervised by staff) prior to lunch, whilst in queue (wall mounted hand sanitisers in main hall, Atrium and Sports Hall).</li> </ul>		<b>Low</b>
Ensuring good respiratory hygiene	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students reminded of: <ul style="list-style-type: none"> <li>Use of tissues</li> <li>Disposal of tissue in lidded classroom and corridor bins</li> </ul> </li> <li>Catch it, Kill it, Bin it signs in all classrooms, Atrium, halls, receptions, corridors and fire doors</li> <li>Tissues provided in all classrooms, Atrium, Main Hall, Primary Hall, Receptions</li> <li>Lidded bins in all classrooms, Atrium, halls, receptions, corridors and fire doors</li> </ul>		<b>Low</b>

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Classroom surfaces, tables, desks, doors, handles, bannisters, toilets, sinks	Students, staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>• Periodic deep clean schedule in place</li> <li>• Deep clean all classrooms, Main Hall and Atrium at end of every day</li> <li>• Use anti-bacterial cleaning products</li> <li>• Cleaners to wear appropriate PPE when cleaning</li> <li>• Cleaners to clean touchpoints throughout the day (handles, bannisters, toilets, sinks, light switches)</li> <li>• Cleaner available for ad-hoc cleaning throughout the day if any illness etc.</li> <li>• Unnecessary soft furnishings/toys removed from classrooms</li> <li>• Request and see a copy of cleaning contractor risk assessment</li> <li>• Cleaning regime in place for all rooms and offices and separate cleaning regime for specialist rooms such as kitchens, workshops, science labs etc.</li> <li>• Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously</li> </ul>		Low
<b>Bins</b>					
Hazardous waste	Staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>• PPE worn before any handling of waste</li> <li>• All waste from potential Covid-19 case to be double bagged and marked as such</li> <li>• Removed from building to outside storage area and contractor notified</li> <li>• Yellow bins in medical rooms used for non Covid-19 hazardous waste. Specialist collection in place for these bins</li> <li>• Healthcare waste from the lateral flow tests is being disposed of in specialist bags and bins, as per the guidelines and disposed via PHS</li> </ul>		Low
<b>Students</b>					
Classrooms	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• Allocated space for coats on back of chair</li> <li>• Secondary students line up outside classrooms briefly and sanitise on entry</li> <li>• No bags to be brought into school in Primary phase</li> <li>• Water bottle kept on own table at all times in both phases</li> <li>• Own work books kept on own table at all times in both phases</li> <li>• Resources remain with student</li> <li>• Staff and students are not required to wear face masks in classrooms, but may do so if they wish.</li> <li>• All students bring own equipment to school. No sharing of equipment. Students unable to provide own equipment will have this issued to them for their exclusive use.</li> <li>• Feedback given verbally or briefly to minimise proximity with student</li> </ul>	Staff to monitor	Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>• Open windows/prop non fire doors open</li> <li>• Ventilation assessment carried out on all rooms at regular intervals</li> <li>• CO2 monitors in use in poorer ventilated classrooms</li> <li>• Mechanical ventilation action plan in place for classrooms lacking adequate ventilation (2 classrooms)</li> <li>• Remove all unnecessary toys/resources/soft furnishings</li> <li>• Home School Agreement in place from September signed by all parents.</li> <li>• Appropriate conduct induction given to all Secondary students</li> </ul>		
Computer keyboards used by staff, students	Students, staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>• Allocate computer/tablet per child if possible for day, if needed.</li> <li>• All students issued anti-bacterial wipe to wipe keyboard, mouse and screen before use.</li> </ul>		Low
P.E.	Staff, students	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• PE outside where possible.</li> <li>• Limit equipment</li> <li>• Identify equipment for cleaning at end of day</li> <li>• External fixtures to resume by 'bubbling up' with local schools.</li> </ul>		Low
Library	Staff, students	Cross contamination	<ul style="list-style-type: none"> <li>• Limit number of students to 30 at any one time.</li> <li>• Use for interventions for students of the same year/phase group where possible.</li> </ul>		Low
Playtime/Breaks					
Breaks	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• Separate, large dining areas to prevent crowding (Main Hall, Atrium and Primary Hall)</li> <li>• Primary students handwash (supervised by staff) prior to lunch and break and on return to classroom after break.</li> <li>• Secondary students sanitise (supervised by staff) prior to lunch, whilst in queue (wall mounted hand sanitisers in main hall and Atrium)</li> <li>• Handwashing after break in primary phase</li> <li>• Secondary students advised to hand wash after break and lunch but all to sanitise on return to classroom.</li> </ul>		Low
Internal play equipment	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• Limit equipment out at one time (primary)</li> <li>• Remove soft furnishings and equipment that cannot be safely washed frequently.</li> <li>• Use anti-bacterial wipes to wash equipment after use</li> </ul>		Low
Outdoor play equipment	Students, staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• Phase groups have own box of equipment</li> <li>• Remove soft furnishings and equipment that cannot be safely washed frequently.</li> <li>• Wipe down at end of day</li> <li>• Pirate ship closed during autumn term in line with seasonal H&amp;S</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
<b>Toilets</b>					
Toilet access and use	Students, staff, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Toilets monitored.</li> <li>Toilets, sinks, doors and handles wiped down regularly throughout day</li> </ul>		Low
<b>Stairs</b>					
Access and egress	Students, staff, contractors	Cross contaminati on, spread of disease, personal injury	<ul style="list-style-type: none"> <li>All year groups/phases exit the building through separate, designated exits</li> <li>'Keep left policy' in place for corridors and stairs and strictly enforced.</li> <li>Stairwell supervisors to ensure swift transition from lesson to lesson, 'no loitering' policy in place.</li> <li>Students wash hands or sanitise immediately upon arrival for 20 seconds, supervised by staff.</li> </ul>		Low
<b>Off site visits</b>					
Trips	Students, staff, volunteers	Spread of disease	<ul style="list-style-type: none"> <li>All planned day trips offered as part of the curriculum will be reviewed on a case by case basis.</li> <li>Individual risk assessments will be written in each case as per standard procedure.</li> </ul>		Low
<b>Behaviour</b>					
Student Behaviour	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Appropriate conduct induction given to all Secondary students</li> <li>Secondary: Any student placing other students at risk through their behaviour will be sanctioned and may be asked to leave the site immediately following parental contact.</li> <li>Primary: Parents will be contacted to remove any child placing other students at risk through their behaviour.</li> <li>Home School Agreement in place from September signed by all parents.</li> </ul>	Behaviour Policy Updated	Low
<b>Staff</b>					
Individual staff risks	Staff	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Staff who can work from home are doing so.</li> <li>All staff have an individual additional risk assessment matched to their individual circumstances for a return to work from 1<sup>st</sup> September 2021</li> <li>Staff identified as vulnerable (including pregnant staff) have had a one to one conversation to discuss additional measures required. RAs held by HR team.</li> <li>Critically vulnerable staff (including pregnant staff) - each will have individual risk assessments updated. If in their third trimester (28 weeks onwards) will not be 'student facing' and will not be required to work on site</li> <li>CEV staff are able to return to on site working if confirmed by a doctor.</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Staff Training	Staff, students, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>All staff to read and follow Risk Assessment</li> </ul>		Low
Offices	Staff, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Staff remain in designated offices as far as possible</li> <li>Keep office window to outside open when possible</li> <li>Keep non fire doors open</li> <li>Staff wipe own keyboards down at end of day</li> <li>Staff wipe own phone down at end of day</li> <li>Anti-bacterial wipes available for use</li> </ul>		Low
Staff Rooms	Staff, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Wash hands before and after using equipment</li> <li>Anti-bacterial wipes and hand sanitiser available</li> <li>Tea/coffee facilities may be used</li> <li>Photocopier may be used</li> <li>Staffroom for short term visits</li> <li>Second and third staff rooms available with PCs for staff to work</li> <li>Cleaned daily</li> </ul>		Low
Store Rooms	Staff, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Limit to one person at a time</li> <li>Clean door handles after use</li> </ul>		Low
<b>Public Transport</b>					
Dedicated school transport			<ul style="list-style-type: none"> <li>All students advised to avoid the use of shared public transport where possible.</li> <li>Students aged 11 or above are expected to wear face masks on public transport.</li> <li>Staff will monitor alighting on buses at the end of the day</li> </ul>		Low
Public service routes			<ul style="list-style-type: none"> <li>All students encouraged to avoid the use of shared public transport where possible.</li> <li>Students aged 11 or above are expected to wear face masks on public transport.</li> <li>Termly bus passes will need to be purchased in advance to aid track and trace.</li> <li>Staff will monitor alighting on busses at the end of the day</li> </ul>		Low
<b>Caretakers</b>					
Covid-19 awareness	Staff, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Request and see a copy of own risk assessment</li> <li>Also offered weekly lateral flow test from September 2021 for those staff on site</li> </ul>		Low



Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Evacuating the school	Students, staff, visitors, contractors	Personal injury	<ul style="list-style-type: none"> <li>Reminder to all students of fire evacuation process</li> </ul>		Low
<b>Grounds Maintenance</b>					
Grass cutting etc.	Staff, contractor	Spread of disease, personal injury	<ul style="list-style-type: none"> <li>Onsite only when students are indoors</li> <li>Request and see a copy of own risk assessment</li> </ul>		Low
<b>Caterers</b>					
Kitchen	Staff, students, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Check caterers have own risk assessment and ask for a copy</li> <li>Kitchen staff adhere to whole school system of controls.</li> </ul>		Low
<b>Contractors/Visitors</b>					
External contractors on site	Staff, students, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>Visitors by appointment only These may include: <ul style="list-style-type: none"> <li>Contractors carrying out essential maintenance</li> <li>Specialists working with students on a one to one basis such as social care, CAMHS, police etc. who are involved in student wellbeing.</li> <li>Supply teaching staff</li> <li>Peripatetic music teachers</li> <li>Visitors who offer training as part of the curriculum</li> </ul> </li> <li>Any contractor work that needs to go ahead is booked in by Facilities Manager to ensure no/minimal contact with students and staff.</li> <li>Contact details for external visitors recorded.</li> <li>Entry and exit to site monitored</li> <li>Ensure all visitors LFT before coming on site, wear a face covering and sanitise hands on arrival.</li> <li>A record will be kept of all visitors to the school.</li> <li>Visitors will wait outside until admitted by the Receptionist, there is a barrier in place to prevent close contact.</li> <li>Wipes and sanitiser are located in Reception for all visitors to use prior to entering</li> <li>Parents who wish to drop off essential items will be asked to wipe down the item before dropping it in a box located at reception.</li> </ul>		Low
<b>Lettings</b>					

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
External use of facilities	Staff, students, contractors	Cross contaminati on, spread of disease	<ul style="list-style-type: none"> <li>• Separate risk assessment in place for lettings</li> <li>• Contact details for external visitors recorded</li> </ul>	Will be reviewed in line with governme nt guidance.	<b>Low</b>

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.