RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020	

COVER SHEET

This risk assessment is being written in response to the government's guidance for the full opening of schools
*(*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools*):*

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection':
Prevention:

     1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

     2) clean hands thoroughly more often than usual

     3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

     4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

     5) minimise contact between individuals and maintain social distancing wherever possible

     6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
Number 6 applies in specific circumstances.

Response to any infection:

     7) engage with the NHS Test and Trace process

     8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

     9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

This Risk Assessment will be reviewed by the Trust Exec and Trust Heads regularly, minimum monthly, after schools re-open in September 2020

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak - opening from September 2020

Establishment: Scholars' Education Trust	**Assessment by:** Trust Executive team and Trust Heads	**Date:** 19.08.20
Risk assessment number/ref: *RA/SET*	**Manager Approval:** Reviewed by SET Exec/Trust Board	**Date:** 19.08.20

Rev 1: updated template following issue of updated Government advice on 7th August Actions for schools during coronavirus outbreak'

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable paused on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals to shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. **Staff**	Staff absence guidance updated. Included in SET staff COVID update. Parent/Carer absence guidance updated & included in newsletter/Zoom. SET Parent/Carer COVID update. Staff & student list compiled where individual risk assessments are required. SET risk assessment template in place. Remote education to be available to students unable to return to school as advised by Consultant letter. EHCPs reviewed & updated	Head Head/HR Head INCO/SENCO	Complete by 31.08.20 Complete by 31.08.20 Complete by 31.08.20 Complete by 31.08.20

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.	Staff & parent COVID update to include warning that anyone feeling unwell should not attend school.	Head	
		Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.	Heads to consider roles that could work effectively from home and advise staff if appropriate.	Head/HR	Complete by 31.08.20
		Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable	All individual risk assessments to be in place/reviewed, where socially distancing cannot be maintained to be offered remote working or remote areas within school. (SET individual RA template in place)	Head/HR	Complete by 31.08.20
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all. No symptomatic individuals to present on site. **In the event of a suspected case whilst working on site** Ensure SLT / Head are notified. Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) **if** a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. Anyone who has had contact with those with symptoms to wash hands thoroughly.	Staff & parent COVID update to include clear guidance on symptoms + SET flowchart First Aiders & staff aware of process. SET flowchart for suspected cases to be issued to parents/carers to advise on actions to be taken. Stocks of PPE equipment in place, stock to be monitored.	Head Head/SLT/First Aiders Site Manager	On going

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) **Testing** Staff / pupils who develop symptoms **should be** tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested. **Positive case in school** In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt Records kept of pupils and staff in each group. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.	Cleaning contractors to be advised, deep clean of area. Staff and pupils who are tested for Covid 19 to inform the school of result and date of test promptly. Staff & parent/carers COVID update to include guidance on testing + SET flowchart National advice and roll out of kits expected by Autumn term. First Aiders aware. SET First aiders COVID update in place. First Aiders & SLT aware, included in First aiders COVID update template School to ensure registers include staff members in each group/lesson. Attendance admin to be aware. Included in SET staff COVID update.	Site Manager/ Trust Estates Head Head/SLT Head/SLT Head/SLT/ Office Manager	On going
General Transmission of COVID-19 **Ineffective hygiene protocols**	Staff, Students / pupils / wider contacts Spread of COVID 19	Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Supervision required to reduce risk of ingestion. Review existing levels / location of hand sanitiser stations.	In place, included in Site Staff COVID guidance. Stock to be monitored In Site Staff COVID guidance. In place in key areas of schools. Stock to be monitored	Site Manager/SLT Site Manager/SLT	On going On going

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving. Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating. Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. "Catch it, kill it, bin it" message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	Parent/Carer absence guidance updated & included in SET Parent/Carer COVID guidance. Stock to be monitored	Head/ Site Manager	On going
General Transmission of COVID-19 **Ineffective cleaning**	Staff, Students / pupils / wider contacts Spread of COVID 19	Agreed cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school / contract cleaners are to be used.	Cleaning schedules in place and discussed with contract cleaners	Site Manager / Trust Estates	On going review

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.

Thorough cleaning of rooms at the end of the day.

In the event of a suspected case / confirmed positive case on site
For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance

When cleaning a contaminated area:
Cleaning staff to:
- Wear disposable gloves and apron
- Wash their hands with soap and water once they remove their gloves and apron
- Wear a fluid resistant surgical mask (Type IIR) if splashing likely
- Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Any cloths and mop heads used must be disposed of as single use items. | To be included in SET Site Staff & First Aiders COVID guidance. | Site Manager/ Office Manager | |
| **General Transmission of COVID-19**

Minimising contact and Maintenance of social distancing | Staff, Students / pupils / wider contacts

Spread of COVID 19 | Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be a small as practicable to reduce transmission risk whilst delivering the full curriculum).

Groups to remain clear and consistent.

Limiting interaction between groups by:
Staggering breaks and lunch;
Minimise rooms / spaces being shared across groups;
Cleaning shared spaces between use by different groups; | To be read in conjunction with individual schools' reopening operational plans | Head/SLT | Complete by 31.08.20 |

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children). Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+. Keep space at front of class for SLT to enter and be present whilst maintaining social distancing. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. **Primary** to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face **Secondary** Zone school assigning groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classed wherever possible. Staggered timetable / timetable specialist rooms to keep groups apart; SLT supervise corridor / communal areas during changeover to facilitate. Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles. **Hiring and lettings** risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained. Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed. **Breakfast and afterschool clubs**	Included in SET staff COVID update All hirers or lettings to provide their own risk assessment and checked by the school before hiring will take place.	Head Site Manager / Trust Estates	

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		Provision should where possible replicate the groups (bubbles) in place during the school day or if not possible can be small consistent groups to minimise potential transmission between the school's groups. Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups). As with physical activity during the school day, contact sports should be avoided. **Offsite visits** No school trips to take place unless: In the local area and supports the delivery of the curriculum. Risk assessments to be in place. **Music** Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance and ensure good ventilation. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. **PE / school sport** PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson. See advice from Association for Physical Education	School trip staff aware. Heads of Music aware. Further DfE guidance on music delivery expected Heads of PE aware	Head/ Office Manager SLT SLT	

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		https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.			
Access to & egress from site	Staff, Students / pupils / wider contacts

Spread of COVID 19 | Consider staggered start and finish times to reduce congestion and contact at all times.
Review access points, open up alternative gates.
Allocate groups different times / entrance points.
Communicate changes and allocated times to parents / pupils.

Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.

Discourage parents picking up their children from gathering at the school gates.
Consider visual aids to help parents socially distance / supervise entry and collection.
Consider Introducing floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.
Communicate expectations to parents.

Consider one-way traffic through external doors to avoid face to face passing.

Visitors
Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. All external visitors / building users to sign and to be asked to sign a declaration that they have not tested positive or displayed symptoms in the last 14 days and have not been in contact with some displaying symptoms for the last 14 days, before being allowed on site.

Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.

Where visits can happen outside of school hours, they should.
A record should be kept of all visitors to aid track and trace.
Signage in reception regarding good hygiene.
Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible) | To be read in conjunction with individual schools' reopening operational plans

All external visitors to schools need to sign in & complete declaration form and leave contact details to support track & trace. Staff to ensure GDPR compliant. Signage in place, visitors to school to be kept to a minimum.

Supply staff & volunteers to be issued with SET COVID guidance.

Screens at reception in place, all visitors to schools need to sign in and leave contact details in the event of a need for track & trace. Staff to ensure GDPR compliant. | Head/SLT

SLT/ Office Manager

SLT/Office Manager

Office Manager

Site Manager | Complete by 31.08.20

On going

On going

On going

On going |

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.	Sanitizer in place		
Contact points **Equipment use printers, workstations, apparatus, machinery etc.**	Staff, Students / pupils / wider contacts Spread of COVID 19	Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. **Activities and resources** Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use Minimise all unnecessary sharing of resources, taking books home etc. **For secondary** science **and** DT **also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.** Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group. Build cleaning into end of lesson activity routines. Schools to ensure anti-bacterial wipes/sprays are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.	Included in parent / carer COVID update All staff aware, included in staff COVID update. Included in parent/ carer COVID update. Heads of Science aware Included in SET staff COVID update Anti-bac wipes/sprays to be available in all IT rooms; students to wipe and bin. Stock to be monitored	Head Site Manager / Office Manager Head SLT Head Head/SLT	
Proximity of students/ staff	Staff, Students / pupils / wider contacts	Staff are to maintain a safe distance between each other (2 metres wherever possible)	Staffrooms closed to staff gatherings but available for access to pigeon holes, lockers, etc. Open window / door policy in school to promote good ventilation.	Head Head	

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
	Spread of COVID 19	Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible) Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. **Meetings / 1-2-1's / training** Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) **Staff rooms** Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. **Stairs / corridors** Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc. **Changing rooms** Reduce numbers needing to use the changing rooms by considering allowing pupils to wear PE kit to school. Consider introducing enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. **Swimming pools** Schools to consider opening up their swimming pools to hirers. Risk assessments on delivery required from providers, suspend if controls are not as robust as required. Risk assessments to meet the COVID Swimming Governing Body guidance.	Included in SET staff COVID update. Microsoft Teams & Zoom in place and regularly used as an alternative. One way systems in place for all corridors and stairways where possible. Heads of PE aware Swimming pools hirers to meet COVID swimming body guidance and their risk assessments checked by the school in advance of any use..	Head All staff All staff Head/SLT Site Manager / Trust Estates Head	

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Consider increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups.	Included in SET staff COVID update		
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	Consider staggered break times to reduce congestion and contact between groups. Rota for use of dining areas Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. **Canteen use** Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Pupils to enter canteens in their allocated groups. All payments to be taken by contactless methods. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced). Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.	Hand sanitizers in place in canteen area. Catering companies are continuing to follow FSA guidance. Till operatives to be responsible for cleaning biometric system if used.	Site Manager	On going
Transport / Travel off site	Staff, Students / pupils / wider contacts	School continues to encourage walking / cycling to school. Where schools use dedicated school buses students must wear face coverings and observe social distancing protocols at all times. **Public transport** All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)	Included in SET parent/carer & staff COVID update. Included in SET parent/carer & staff COVID update.	Head Head	

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
	Spread of COVID 19	Guidance on [how to wear and make a cloth face covering](#) is available. Where business travel via car is required use private single occupancy where possible. **Minibus use** Used by those within same school group / bubble, reduce numbers on board to aid distancing. Students to wear face coverings if likely to come into close contact with people outside of their group or people they do not normally meet. School to advise students. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.	Included in SET staff COVID update. Minibus drivers are aware. Site Managers are aware. Included in SET staff and Parents/Carers COVID update.	Head Head / Site Manager	
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.	Site Managers & Trust Estates to work with contractors to co-ordinate & ensure safety guidelines followed by all. Contractors' method statement / risk assessment to be provided before work commences.	Site Manager / Trust Estates	On going
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. **See also 'provision of personal care' and 'Suspected case whilst working on site'.**	First Aiders aware & included in SET First Aider COVID update. In place for first aiders: visor, face makes, gloves and full proof aprons. Protocols state they must wear them when dealing with students closely. Staff reminded to wash hands with soap and water for 20 seconds after all PPE removed.	Head	On going

What are the hazards?	Who might be harmed and how?	What schools must consider	Action Taken	Action by who?	Action by when?
		First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.			
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	First Aiders aware Staff working with vulnerable students aware Included in SET staff COVID update.	Head	
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants	Practice Fire Drill planned for Autumn Term with clear guidance on social distancing for staff & students.	Head/ Site Manager	To be completed by 17.12.20
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Site staff + reception staff aware of protocols for receiving deliveries. Included in SET staff COVID update.	Site Manager/ Office Manager	In place
Premises safety	Staff, Students / pupils	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational	Compliance checks have continued to take place and logged by site staff using Smartlog.	Site Manager / Trust Estates	In place

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	Wider safeguarding / safety risks	**Legionella** Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)			
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed & given guidance on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	SET staff COVID update	Head	In place