



## OVERVIEW

This risk assessment, based on the CCC model risk assessment written in June 2020, has been updated with the arrangements and protocols that are in place and planned to enable the school to open fully from September 2020 for all students. It takes Government guidance published on 2<sup>nd</sup> July 2020 and subsequent revisions at its core, together with adjustments based on our Federation needs and taking into account additional risk control measures that we are planning to put in place.

This risk assessment has been adjusted to include the guidelines produced by CCC, and will be refined further as our approach evolves and we learn more about what we are dealing with. We will have a full library of overarching risk assessments (this Operations Risk Assessment plus Premises Risk Assessment) underpinned by detailed protocols and procedures for specific risk control measures. This library was published to staff at Solway and Beacon Hill during the summer and published to Richmond Hill staff during October 2020. Many of the protocols have been based on those developed for opening during summer term 2020 coupled with more details on how a whole school opening will be managed. These have then been refined in line with learning from the first half of the autumn term 2020.

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

This risk assessment refers to current national guidance, In the event of a conflict between school protocols and government guidance, official government guidance should be followed where reasonable and practicable.

Should a conflict arise between information in protocols and this document, this document takes precedent.

The volume of information in all the risk assessments and protocols mean that some administrative errors may be found. In this event, common sense shall prevail and latest government guidance sought to ratify any contradictions.

Update 26 October 2020: update to information relation to ventilation within school and other revisions added in light of revised government guidance dated 20<sup>th</sup> October 2020.

Update 5<sup>th</sup> November 2020 – update to reflect revised government guidance relating to national lockdown.



<b>RA Reference</b>	<i>CVS-02 School Premises</i>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – SCHOOL PREMISES</b>
<b>Assessment Date</b>	<i>2<sup>nd</sup> September 2020</i>	<b>Assessor Name</b>	<i>Jennifer Rowlands</i>
<b>Assessment Team Members</b>	<i>SLT</i>	<b>Planned Review Date</b>	<i>At least monthly</i>
<b>Location</b>	<i>Cumbria Futures Federation – Solway Community School, Beacon Hill Community School and Richmond Hill Primary School</i>	<b>Number Of People Exposed</b>	<i>200 maximum at each site</i>
<b>Overall Residual Risk Level following implementation of effective control measures</b>	<p>Medium risk</p> <p>Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity</p>	<b>People Exposed</b>	<p>All Employees</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>Members of the public</p> <p>Vulnerable Children/ Adults</p> <p>Persons with pre-existing medical conditions</p> <p>First Aiders</p> <p>New/ Expectant Mothers</p>
<b>Assessment Last Updated</b>	<i>5<sup>th</sup> November 2020</i>	<b>Is this an acceptable risk?</b>	<b>Yes/ No</b>

<b>Hazard Description and How are people at risk</b>	<b>Current Control Measures (Those that are in place)</b>	<b>Potential Risk</b>	<b>Additional Control Measures (To be identified and implemented)</b>	<b>Action Details by Whom By When</b>	<b>Residual Risk</b>
<b>General Hazards in relation to school operations - overview</b>	<p>We follow current government guidance, HR and Public Health Guidance in arranging risk mitigation for school operations and premises risks. This includes:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or</p>				



	<p>who have someone in their household who does, do not attend school;</p> <ol style="list-style-type: none"> <li>2) Where recommended, the use of face coverings in schools</li> <li>3) clean hands thoroughly more often than usual;</li> <li>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;</li> <li>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;</li> <li>6) minimise contact between individuals and maintain social distancing wherever possible;</li> <li>7) where necessary, wear appropriate personal protective equipment (PPE).</li> <li>8) Always keeping occupied spaces well ventilated</li> </ol> <p><i>Numbers 1 to 5 and 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.</i></p> <p>Response to any infection:</p> <ol style="list-style-type: none"> <li>9) engage with the NHS Test and Trace process;</li> <li>10) manage confirmed cases of coronavirus (COVID-19) amongst the school community;</li> <li>11) contain any outbreak by following local health protection team advice.</li> </ol> <p><i>Numbers 9 to 11 must be followed in every case where they are relevant.</i></p> <p>We will follow the requirements of the guidance in managing school premises and operations from 1<sup>st</sup> September 2020, and as updated per revised government guidance.</p> <p>All staff will receive appropriate training and updates on the measures contained in this risk assessment</p> <p>We will also use as a principle the definition of a 'contact' to guide us as to what is appropriate in terms of social contact within school, between adults and children and adult-child interactions. This means we will ensure that, where possible, reasonable and practicable:</p>				
--	--	--	--	--	--



	<ol style="list-style-type: none"> <li>1) We will avoid face to face contact within one metre of anyone</li> <li>2) We will avoid skin to skin physical contact</li> <li>3) We will avoid any contact within one metre of anyone else (where possible and practicable). In particular, adults will be encouraged to stay at least one metre away from others. For children that means we will space tables so that they are as far apart as is possible within the constraints of our classrooms, and that students sit side by side. Seating plans will be static in order to keep close (within 1 metre) contact to a minimum number of people</li> <li>4) We will avoid being within 2 metres of anyone for longer than 15 minutes at a time</li> <li>5) We will avoid travelling in vehicles together, other than others in the same household</li> </ol> <p>Risk assessment and its implementation will be monitored by Senior Leaders on at least a regular basis, and will take account of wellbeing survey information, weekly LA infection reports and any critical incident reviews as well as internal reviews of processes, procedures and incident</p> <p>Regular feedback will be provided to staff on the Risk Assessment Reviews</p> <p>This document will be provided to all staff and available on our school websites, with most current copy available from the school office / Business Manager</p>				
<p><b>Spread of COVID-19 School Operations/ Management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We follow current government guidance, HR and Public Health Guidance in respect of how we will operate from September 2020</li> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives</li> </ul> <p><b>Minimising contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Desks will be arranged to face forwards with students sitting side by side. Wherever reasonable and practicable, older students will sit on a desk by themselves. In some rooms and for some classes this will not be possible. For some</li> </ul>		<ul style="list-style-type: none"> <li>• Induction/ staff handbook updated in line with COVID-19 risk assessment review</li> <li>• <a href="#">Staying COVID-19 Secure in 2020 poster</a> displayed dated and include LA H&amp;S Team contact information / TU H&amp;S</li> </ul>		



	<p>younger children, it is more appropriate for them to work on group tables, but older year groups within the Primary school will ensure desks face forwards.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An 'exclusion zone' of 2m will be in place from the front of each classroom and the nearest student to allow a safe space for teachers to use. Screens will be made available for teacher classroom desks and to protect other areas such as tills in kitchen areas.</li> </ul> <p><b>Where recommended, the use of face coverings in school</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will implement a process for wearing and removing face coverings which will be communicated clearly to students and staff. In current circumstances face coverings are only compulsory while on school transport and clear protocols are in place to ensure safe wearing and removal of masks by children wearing them. Students in year 7 and above must wear masks in indoor communal areas. Signage and briefings on safe use of masks and reminders regularly given..</li> <li><input type="checkbox"/> Staff will wear masks in communal areas in school, including staff rooms, toilets, corridors and if visiting another adult's workspace including offices. When working in shared workspaces, other than teachers and teaching assistants in classrooms, colleagues may agree not to wear face masks during the working day while in their workspace. If one colleague wishes to wear face coverings then all colleagues using that workspace should wear face coverings.</li> <li><input type="checkbox"/> If further requirements for face coverings are required, we will follow current government guidance.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning undertaken to identify safe occupancy/ staff ratio capacity and activity/ timetable planning to ensure social distancing and other measures as defined in Government guidance as at 2<sup>nd</sup> July 2020 and updated thereafter can be maintained as far as reasonably practicable.</li> <li><input type="checkbox"/> Effective communication routes established to ensure that all staff, students and parents returning in September have</li> </ul>		<p>Representative details where relevant.</p> <ul style="list-style-type: none"> <li>• Out of Hours contact information for Local Authority Health and Safety Team displayed.</li> </ul>	
--	---	--	--	--



	<p>been provided with specific training/ information provided with detailing the required safe working arrangements and emergency measures in place. This includes sharing and publication of these risk assessments and supporting protocols, plus a 'welcome back' video, training presentation that can be accessed remotely and updated school handbook.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff made aware of government guidance as appropriate</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> <li><input type="checkbox"/> <b>Full government guidance is followed in the event of a suspected or confirmed Covid-19 case including self-isolation and test and trace protocols</b></li> <li><input type="checkbox"/> <b>Full CCC and government guidance will be followed in the event of a localised incident or outbreak</b></li> </ul>				
<p><b>Re-occupation – control of premises related hazards</b></p> <p><b>School premises/ building related health and safety management / outdoor spaces/ fixed / mobile equipment</b></p> <p>Ensuring the School Premises is fit for re-opening after extended closure</p> <p>To prevent ill health or injury to Staff and students returning to the setting and to</p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Our Schools have remained open since March 2020 and therefore all statutory and regular maintenance and testing have continued during the school closure periods. All regular and ongoing Health and Safety Management Checks have continued during the period of lockdown and are therefore current.</li> <li><input type="checkbox"/> Premises/ H&amp;S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to reoccupation.</li> <li><input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation. No action is required.</li> <li><input type="checkbox"/> <b>Water Systems</b> Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/ water hygiene controls in place. <b>Existing water hygiene arrangements have continued throughout the closure period.</b></li> <li><input type="checkbox"/> Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes. <b>Cleaning and deep cleaning has</b></li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• No additional actions are required as normal day to day and routine maintenance activities have been ongoing throughout the 'closure' period.</li> </ul>		<b>Low – per normal school routine maintenance activities and assessment of residual risks to staff</b>



<p>maintain statutory compliance.</p>	<p>continued to happen in kitchen areas during the closure period.</p> <ul style="list-style-type: none"> <li>❑ <b>Gas/ Electrical systems</b> Gas/ Electrical safety checks have been carried out and system is safe to operate. <b>Systems were not shut down and have been monitored as usual during the closure period.</b></li> <li>❑ <b>Fire Safety Management Systems</b> - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. <b>Systems were not shut down and have been monitored as usual during the closure period.</b></li> <li>❑ <b>Fire RA and emergency evacuation procedures</b> are reviewed in place with any changes to fire escape routes communicated to all. <b>(See Emergency Procedures).</b> <b>There are no changes to escape routes or arrangements for muster points other than social distancing when queueing. Amendments to evacuation arrangements fully briefed to staff – to remain as is but will include closing all fire doors when checking the building is empty.</b></li> <li>❑ Fire drills will continue in line with normal procedures but observing guidance and social distancing at assembly points (it is recognised that the ability to main social distancing in an emergency evacuation situation is not easily achievable)</li> <li>❑ <b>Asbestos Monitoring</b> - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. <b>Protocols have continued throughout the closure period.</b></li> <li>❑ <b>Lifts and Lifting Equipment/ Pressure Systems</b></li> <li>❑ Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the <a href="#">updated HSE guidance</a>. <b>Stair lift at Beacon Hill has been in operation as usual and checks carried out per normal protocols. No lifts in place at Solway.</b></li> <li>❑ <b>Security Systems</b> - Security systems have been checked and are operational</li> <li>❑ <b>Ventilation</b> - Premises will remain well ventilated, where possible using natural ventilation (opening windows) <b>and/ or</b></li> </ul>				
---------------------------------------	---	--	--	--	--



	<ul style="list-style-type: none"> <li> <input type="checkbox"/> <b>Mechanical ventilation systems</b> - Air Conditioning/Ventilation systems have been serviced and checked in line with guidance provided by CIBSE (Chartered Institute of Building Services Engineers) and REHVA (Federation of European Heating, Ventilation &amp; Air Conditioning Association). <b>No air conditioning units in Solway in public areas. Air conditioning check due at Beacon Hill were carried out June 2020.</b> </li> <li> <input type="checkbox"/> Windows will be opened AT ALL TIMES when staff and students are present in classrooms, and office, staff room and other windows will be opened when more than one individual is in the room. <b>In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</b> Internal doors should also be opened to assist with creating a throughput of air.         </li> <li> <input type="checkbox"/> <b>We will increase ventilation when spaces are unoccupied – during break and lunch and when room is unused windows will be left fully open unless the weather is particularly inclement, when windows will be left ajar. Heating and permitted additional clothing (in line with uniform policy) will be used to ensure temperatures are comfortable for staff and students / pupils</b> </li> <li> <input type="checkbox"/> <b>Toilet Ventilation</b> - Toilet ventilation runs 24/7 in operation <b>where installed.</b> (Avoid open windows in toilets when mechanical ventilation in place to ensure right direction of ventilation)         </li> <li> <input type="checkbox"/> Occupants are instructed flush toilets with the lid closed.         </li> <li> <input type="checkbox"/> <b>Local Exhaust Ventilation - LEVs</b> Local Exhaust Ventilation systems (LEVs) checked and operational <b>Not in use as practical subjects are not being done at present – all in use up to closure period, and annual check December 2019. Checks will be carried out by Site Manager once practical subjects re-start.</b> </li> </ul>				
--	--	--	--	--	--





	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Outdoor play equipment</b> has been taken out of use, and/or cleaning regimes in place to sanitise at least once a day and between bubbles / groups if necessary</li> </ul>				
<p><b>Cleaning/ Hygiene/ Waste - Premises</b></p> <p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p>	<p><b>Introduce enhanced cleaning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All areas and surfaces cleaned and disinfected prior to reopening. <b>Sites have remained open and have been cleaned as usual throughout closure periods, including deep cleans.</b></li> <li><input type="checkbox"/> Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes. <b>Kitchens have been deep cleaned.</b></li> <li><input type="checkbox"/> <b>Catering managers have been given guidance on Covid and safe catering procedures during the pandemic</b></li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li> <li><input type="checkbox"/> <b>Outdoor equipment – Clear routines for cleaning at least once a day, or between use by separate groups or bubbles, or taken out of use as appropriate.</b></li> <li><input type="checkbox"/> Suitable personnel resources in place to ensure robust cleaning including high contact areas, handwashing and hygiene procedures in place in line with PHE guidance appropriate to settings</li> <li><input type="checkbox"/> Suitable quantities of cleaning/hygiene materials available</li> <li><input type="checkbox"/> Safe storage of cleaning materials to ensure that these are kept out of reach of children.</li> <li><input type="checkbox"/> Additional resources/ cleaning regimes agreed with cleaning contractors <b>where applicable</b></li> <li><input type="checkbox"/> Supplies of cleaning materials available for students and staff and protocols in place to ensure regular cleaning of surfaces</li> <li><input type="checkbox"/> Regular cleaning and disinfection of communal surfaces that are touched more frequently (high contact points) in accordance with our cleaning protocols</li> </ul> <p><b>Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel</li> </ul>		<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p>		<p><b>Amber (until cleaning protocols agreed and embedded, then residual risk likely to be green, subject to availability of PPE and cleaning materials, and ongoing risk assessment of staff suitability etc)</b></p>



	<p>(60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks, including within classrooms. Use of hand sanitiser supervised wherever possible.</li> <li><input type="checkbox"/> Staff and students reminded of frequent hand washing requirements</li> </ul> <p><b>Ensure good respiratory hygiene</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lidded bins available for disposal of tissues where feasible</li> <li><input type="checkbox"/> Arrangements in place for the disposal of clinical waste and general lidded bins provided where required.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drinking fountains sanitised regularly and used solely for single bubbles</li> <li><input type="checkbox"/> Safe systems of work developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/ equipment.</li> <li><input type="checkbox"/> Kitchens to be deep cleaned prior to opening</li> <li><input type="checkbox"/> Pest control measures are in place</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> </ul>				
<p><b>Access/ Egress</b></p> <p>Controlling the risks from visitors to premises including contractors/ deliveries.</p>	<p><b>Minimising contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signage displayed giving clear instructions of rules, routes and access/egress points</li> <li><input type="checkbox"/> Operational risk assessment details safe transport guidance and promoted to students, staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up times</li> <li><input type="checkbox"/> Protocols in place to ensure safe use of school transport, including pre- and post- travel protocols and routines</li> <li><input type="checkbox"/> Non-essential visits to schools prohibited.</li> <li><input type="checkbox"/> Visiting strictly restricted and managed with approval sought from Executive Headteacher for any expected visitors. For</li> </ul>		<ul style="list-style-type: none"> <li>• School website, facebook and other methods of communication to be used to ensure students, parents and staff are kept up to date with arrangements, together with local cascade of clear guidance for parents</li> </ul>		<p><b>Green, subject to visitors, students and staff following guidance properly</b></p>



	<p>essential access only, we will a prior appointment system, and only where telephone and email communication or video conferencing is not possible. Track and trace information gathered for all visitors allowed into school. Clear signage on visitor doors and clear guidance given to all staff on how to deal with unexpected visitors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing.</li> <li><input type="checkbox"/> Where essential access is permitted, social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts (2m)</li> <li><input type="checkbox"/> Deliveries to be made observing social distancing no goods or food physically handed over.</li> <li><input type="checkbox"/> Delivery drop-off points agreed in advance.</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> </ul>		<p>on the precautions and sites rules to be followed.</p> <ul style="list-style-type: none"> <li>• Posters displayed throughout the premises to follow social distancing and other protocols as required.</li> <li>• Posters on the signs and symptoms of Covid-19.</li> </ul>		
<p><b>Shared Premises</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable communication on Risk Assessment and risk management for each occupant has taken place.</li> <li><input type="checkbox"/> Site rules for common areas are in place and communicated to relevant occupants/ others.</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> </ul>				<p><b>Green</b></p>
<p><b>Safe Routes/ Markings</b></p>	<p><b>Minimising contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives</li> <li><input type="checkbox"/> Planning undertaken to identify safe occupancy/ staff ratio capacity and activity/ timetable planning to ensure social distancing measures can be maintained as far as reasonably practicable.</li> <li><input type="checkbox"/> Planning undertaken and physical alterations/ markings made to implement safe routes from arrival to departure for all users of the school.</li> </ul>				<p><b>Green</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Physical layouts/ plan established to ensure social distancing as far as possible</li> <li><input type="checkbox"/> <b>One way systems in use where appropriate</b></li> <li><input type="checkbox"/> Signage and floor graphics/barriers used</li> <li><input type="checkbox"/> Student/staff cohorts remain together at all times Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others where practicable. 2m social distancing in place for adults wherever reasonably practicable.</li> </ul>				
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time. Use to be appropriately monitored by staff wherever possible</li> <li><input type="checkbox"/> Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly</li> <li><input type="checkbox"/> Sufficient wipes / cleaning fluids available to enable users to wipe down touched surfaces after use</li> <li><input type="checkbox"/> Occupants instructed / signage to flush toilet with the lid closed.</li> <li><input type="checkbox"/> Signage in place to ensure handwashing reminders</li> <li><input type="checkbox"/> Regular age appropriate reminders issued to staff/students</li> </ul>	<b>High</b>	<p>Sufficient stocks of cleaning materials and disposable wipes available to enable users to clean surfaces after themselves</p>		<p><b>Amber</b> <b>Subject to access to sufficient stocks of disposable wipes and cleaning materials.</b></p>
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or student becoming unwell with COVID-19 symptoms whilst on site</p>	<p><b>Response to any Infection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one person with a paediatric First Aid and/or Emergency First Aid at Work certificate will be premises at all times when children are present as appropriate to the site</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment. Appropriate training in place for all staff in safe use of PPE</li> <li><input type="checkbox"/> Ensure First Aiders for the premises are issued with the current advice and guidance</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> <li><input type="checkbox"/> Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident</li> </ul> <p><b>General</b></p>		<p><b>Student allergies identified where applicable and communicated to all staff</b></p> <p><b>All first aiders have current certificates and first aid rota in place at both schools, including second / emergency arrangements</b></p>		<p><b>Amber</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management.</li> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools)</li> <li><input type="checkbox"/> Social distancing enforced where possible at assembly points.</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> <li><input type="checkbox"/> Students – Individual healthcare plans in place for students who require them.</li> <li><input type="checkbox"/> Students - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> </ul>				
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.</p>	<p><b>Where necessary wear PPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and students to be fit/well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use as far as is reasonably practicable, taking into account that school staff are not experts in the use of PPE. Video and written guidance to be used wherever possible to train staff in use of PPE.</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable</li> <li><input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings in line with government guidance</li> </ul>		<p><a href="#">Putting on and taking off PPE</a> <a href="#">PHE guidance</a></p>		<p><b>Amber, subject to suitable and sufficient stocks of PPE being made available, and staff following instructions properly.</b></p>



**Assessment Conclusion**

Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Jennifer Rowlands

**Job Title:** Executive Business Manager

**Signature:** 

**Date:** 5<sup>th</sup> November 2020

**To be completed by the Head teacher:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Judith Schafer

**Job Title:** Executive Headteacher

**Signature:** 

**Date:** 5<sup>th</sup> November 2020

**To be completed by Chair of Governors:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** David Davidson

**Job Title:** Chair of Governors



**Signature:**

*D. Daelsa*

**Date:** 5<sup>th</sup> November

Update log:

08<sup>th</sup> July 2020 – new risk assessment created based on Summer 2020 risk assessment for partial opening.

12<sup>th</sup> July 2020 – update per CCC published guidance

August 2020 – updates following revised government guidance

September 2020 – final checks and updates prior to reopening.

14<sup>th</sup> October 2020 – updated to include Richmond Hill into the risk assessment

26<sup>th</sup> October 2020 – updated to reflect revised government guidance dated 20<sup>th</sup> October 2020

5<sup>th</sup> November 2020 – updated to reflect revised guidance dated 4<sup>th</sup> November 2020 and national lockdown.