



## 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.

This risk assessment has been further updated in light of the new government guidance and full national lockdown from 5<sup>th</sup> November 2020. It has been revised in line with guidance received on 4<sup>th</sup> November.

Update January 2021 – following national lockdown, update to mask use primarily. We are now operating a Hub in all of our schools, and specific Hub risk assessments and protocols should be read in conjunction with this risk assessment.

Update February 2021 in advance of full school re-opening on March 8<sup>th</sup>, 2021. Updates to relevant parts of this risk assessment in line with national guidance published 22/02/2021

Update March 2021 as LFT testing is taking place at home for both parents and students with effect 18<sup>th</sup> March 2021 and CEV staff can return to school from 1<sup>st</sup> April 2021.



<b>RA Reference</b>	<b>CVS-03 School Operations Risk Assessment</b>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS</b>
<b>Assessment Date</b>	2 <sup>nd</sup> September 2020	<b>Assessor Name</b>	Jennifer Rowlands
<b>Assessment Team Members</b>	Senior Leadership Team	<b>Planned Review Date</b>	Monthly
<b>Location</b>	Cumbria Futures Federation (Solway Community School, Beacon Hill Community School and Richmond Hill Primary School)	<b>Number Of People Exposed</b>	Up to 250 at each site
<b>Overall Residual Risk Level following implementation of effective control measures</b>	Medium risk  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	<b>People Exposed</b>	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
<b>Assessment Last Updated</b>	18 <sup>th</sup> March 2021	<b>Is this an acceptable risk?</b>	<b>Yes/ <del>No</del></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><b>Prevention</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Ensure face coverings are used in recommended circumstances</li> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> </ol>				



	<p>5) <b>Maintain</b> enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) <b>Consider how to minimise contact across the site and</b> maintain social distancing wherever possible.</p> <p>7) <b>Keep</b> occupied spaces well ventilated.</p> <p>8) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>9) <b>Promote and engage in asymptomatic testing, where available</b></p> <p><b>Response to any infection:</b></p> <p>9) <b>Promote and</b> engage with the NHS Test and Trace process;</p> <p>10) manage confirmed cases of coronavirus (COVID-19) amongst the school community;</p> <p>11) contain any outbreak by following local health protection team advice.</p> <p>We will follow the requirements of the guidance in managing school premises and operations updated on 22<sup>nd</sup> February 2021.</p> <p>All staff will receive appropriate training and updates on the measures contained in this risk assessment. Initial training on the risk assessment and measures took place prior to opening in September (via online training). Further training took place during Inset, and ongoing reminders and spot checks have taken place since then. Further training videos are available for March 2021 opening.</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> </ol>				
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- 4) We will avoid being within 2 metres of anyone for longer than 15 minutes **in any one day**
- 5) We will avoid travelling in vehicles together, other than others in the same household

**Close contact definition:**

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

Risk assessment and its implementation will be monitored by Senior Leaders on 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 incidents.

Regular feedback will be provided to staff on the Risk Assessment Reviews (see emails, briefing notes)

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><b>Hazards in relation to staffing and daily operation</b></p> <p>Lack of supervision/ management of groups to comply with current guidance</p> <p>Unable to maintain staffing levels due to infection or isolation</p> <p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>Ill health/ injury due to airborne or surface contamination with Covid-19</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Premises risk assessment and communicated this to all staff and their safety representatives</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><b>Contact with Individuals who are Unwell</b></li> <li><input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: <b>A high temperature, a new continuous cough and/or loss of or change to taste or smell</b></li> <li><input type="checkbox"/> Parents, pupils and households of pupils, prior to coming into school, should ensure that they are not experiencing any of the published Covid-19 symptoms, and have not come into contact with a confirmed case of Covid-19 within the last 14 days</li> <li><input type="checkbox"/> Parents, pupils and staff will ensure that they carefully and fully follow any official advice to self-isolate following potential contact with a confirmed or suspected Covid-19 case</li> <li><input type="checkbox"/> Unexpected visitors to school will be strongly discouraged, and will not be allowed to enter school under any circumstances unless approved by the Executive Headteacher or Head of School, and only where that individual wears a mask at all times when on school site (including outdoors)</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> <li><input type="checkbox"/> External visitors will not be allowed on site, including official visitors, peripatetic teachers and cover teachers, unless their presence has been agreed in writing by the Executive Headteacher. Face to face visits or meetings will be the exception, rather than the norm, and clear guidelines will be followed for those few meetings / visits that are approved (e.g. wearing a mask at all times, avoiding times when students are circulating within school, using a room with an external door and using that for entry and egress, thorough cleaning before and after the meeting / visit)</li> <li><input type="checkbox"/> Local lockdown procedures as outlined by CCC and PHE advice will be followed in the event of a localised incident or outbreak</li> </ul>		<p>All staff, parents and pupils to be advised that they must inform school if they or anyone in their household have been advised to self-isolate or have come into contact with anyone with symptoms, before entering school</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors</p> <p>See Protocol CV04 for more details of control measures in place.</p>		
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**Minimising contact between individuals and maintain social distancing wherever possible**

- Staff and students in year 7 and above MUST wear face masks at all times when in school, and will adhere to instructions for safe use, storage and cleaning of face masks.
- Pupils in year 6 or below will not be required to wear masks but may if parents wish.
- Staff at all our schools will wear masks at all times.
- Staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. If staffing levels fall below minimum levels of one teaching member of staff per classroom needed for each bubble, plus one additional teacher, plus 2 TAs and two office / premises staff then the Local Authority will support us to enable opening where possible. In EYFS the requirements for staffing will be in line with minimum legal ratios for children to staff. In primary school, additional TAs will be needed for children with EHCP and other needs and to provide general in-class supporting, depending on the needs of that particular class. Other staff, for example lunchtime supervisors, will also be required to support opening.
- Any decision on minimum staffing levels will be based on individual circumstance of the school that that particular time, and will be triangulated with senior leaders, Chairs of Governors and the Local Authority if required to ensure a safe number of staff are available.
- In the event of full closure of the school for any reason, we will revert to provision of a Hub-style approach for our students, using arrangements and risk assessments used in Summer 2, 2020 and Spring 1, 2021. Remote learning will be provided for other students.
- Full plans are in place to deliver in person and online learning safely should either of our secondary schools be put into Tier 2 lockdown, including the continued provision of cleaning measures



- Timings of arrivals, lessons and activities in place and adhered to. Staff will move between bubbles in order to facilitate the delivery of the school timetable.
- Doors will be propped open to reduce touch points and to aid ventilation. At the end of the day, and in the event of an emergency, doors will be closed for fire prevention purposes.
- Parents/carers are not allowed in the school unless explicit approval has been given in writing by the Executive Headteacher, Head of School, Deputy / Assistant Headteacher or Executive Business Manager. In exceptional circumstances only, visitors will be allowed as long as essential protective measures are taken (wearing a mask at all times, avoiding times when students are circulating within school, using a room with an external door and using that for entry and egress, thorough cleaning before and after the meeting / visit and use of internal track and trace forms)
- Student 'bubbles' in place to limit contact with other groups of students as far as is reasonably practicable. Separate lunch arrangements and separated playgrounds / staggered breaks / playtimes and lunchtimes as appropriate to ensure bubbles do not cross wherever possible. For some specialist teaching at primary, small groups of children from within bubbles may work together outside their normal classroom group – e.g. phonics.
- Classrooms set up so that all students are facing forwards (other than in EYFS, Reception and Year 1 where small group spaces are used), and a 2m exclusion zone around the front of the room when teacher is standing by whiteboard. Screen available for teachers desk if desired. We will ensure a 2m distance from teacher seated at desk and nearest student, where possible. 2m distancing may not be possible with younger children and other staff dealing with younger children.
- Children who are old enough will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs.
- When staff or children cannot maintain distancing, we will reduce risks by keeping pupils in smaller, class sized groups wherever



possible, while within a larger overall bubble. We will do this by keeping children in class sub-bubbles wherever possible.

- Social distancing limits occupancy in offices and staff rooms wherever possible, including provision of screens where requested. Additional space identified for staff rest areas where possible.
- Outside spaces used for learning where possible
- Outdoor equipment – taken out of use with access prevented by means of suitable barriers or cleaned after use at break/playtime and/or lunchtime. Only specific bubbles to use equipment in their outside area, no crossing of bubbles allowed. Some outdoor equipment to be provided for children to use, with strict guidelines for use (e.g. football provided, but only one ‘goalie’ allowed to touch the ball, rest only allowed to use their feet) and/or fully wiped down after each use.

**Ventilation**

- 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. **In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (and at least once per hour) to purge the air in the space.** Internal doors should also be opened to assist with creating a throughput of air. **Diagonal ventilation points are best to ensure a throughput of air.**
- 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**

**Response to any Infection**

- If Covid-19 cases are suspected or confirmed, the school will call the **Cumbria call centre** which launched on 1<sup>st</sup> June and has been





set up as a single point of contact for leaders of educational settings (including early years) in Cumbria to notify Cumbria County Council of any suspected or confirmed cases of Covid-19 in your setting. The call centre number is 0800 783 1968.

- If during asymptomatic (LFT) testing a positive test is received, either within school or outside school, we will deal with the situation per the guidance below. If a positive test is received during home-based LFT testing then a PCR test should be carried out without delay. If a positive test is received during supervised (in school) testing, a PCR test is not required but self-isolation and the rest of the protocol followed in full.
- If illness is reported by a student, either during the school day or by parent prior to absence from school the following routes will be considered when agreeing a return to school:
  - Child has potential COVID-19** as ascertained by the school (i.e. coughing, fever, sense of smell or taste, other worrying symptoms in our opinion): Parent MUST arrange for a PCR test for the child. School will not accept that child back until a PCR test has come back negative and/or all Government guidelines have been followed in terms of isolation / quarantine period.
  - Child has general illness symptoms** (i.e. headache, sickness, sprained ankle, period pain, cuts and grazes etc): parent to collect ASAP unless safe to remain in school. No need to remain off if well.
  - If a parent calls into school** to report a child illness, the same routes above will be followed and parents advised to keep their child at home accordingly, depending on which route is followed. Usually parent reported illnesses will fall under route 2 and so child should be kept at home until their illness clears (or following normal advice, for example 48 hours clear of sickness) before being allowed back into school, unless Covid-19 symptoms are exhibited in the meantime.
- Staff should be aware** of siblings or other household members who may be attending other schools – household members should also be asked to return home and stay there for the agreed period of time. Staff should ensure primary and other schools are contacted and instructed accordingly.
- If a staff member feels unwell, they must adhere to national guidance and not come into school. Staff should seek a PCR test as soon as possible. Records to be sought of close contacts, particularly if a staff member reports symptoms. On receipt of a positive test, all close**



contacts within school to isolate for 14 days or as advised by PHE and CCC.

**General**

- All staff adhere to any instructions, advice, guidance and site rules provided to them.
- PHE COVID-19 Testing guidance communicated to staff
- Staff responsible for ensuring that they are up to date with their own routine immunisations
- Pupils – Individual healthcare plans in place for pupils who require them.
- Pupils - 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
- Referrals made to occupational health as appropriate
- Employees advised of and offered vaccination cover (as this becomes available and appropriate)
- Specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen risk assessments and specific protocols for cleaning between cohorts, e.g. at lunchtime.
- Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures
- Normal absence and wellbeing reporting procedures followed
- Normal pre-employment procedures followed.
- Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply.
- Resources such as books and games will be shared within the bubble and will be cleaned regularly, between use and by different groups.
- Resources such as sports, art and science equipment must be cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastic) by different bubbles.



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parents/carers only allowed in the school at the discretion of the Headteacher and where possible outside of school hours</li> <li><input type="checkbox"/> If in use, outdoor play equipment must be cleaned frequently, before and after use and between groups.</li> <li><input type="checkbox"/> The amount of equipment that pupils can bring into school will be limited to essential items such as easily cleaned lunch boxes, hats, coats and books, stationery (frequently used items such as pens and pencils, although packs of stationery will be provided for all students and pupils) and mobile phones, where permitted. School Bags are also allowed – storage for these items needs to be planned. A crate may be available, where appropriate, for each student to keep in their base classroom to store equipment.</li> <li><input type="checkbox"/> Sharing individual / personal equipment will be discouraged.</li> <li><input type="checkbox"/> All pupils must have their own water bottles</li> <li><input type="checkbox"/> Water fountains must only be used within bubbles and cleaned on a regular basis.</li> <li><input type="checkbox"/> Soft equipment and play clothing will be reduced as much as possible within classrooms, or washed / sanitised thoroughly between uses and only used intermittently (every 3 days) to reduce risk of cross-contamination</li> <li><input type="checkbox"/> Sand and water trays will be taken out of use unless only being used by one particular class or group.</li> </ul>				
<p><b>Infection Prevention through social distancing and minimising contact between groups.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. This may not be feasible for very young children, where adults must take responsibility for ensuring they wash/sanitise their hands as often as possible and keep themselves safe</li> <li><input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone.</li> <li><input type="checkbox"/> Staff will try to maintain a 2 metre distance between themselves, their colleagues and the pupils where possible, limiting time spent within 1 metre of anyone.</li> <li><input type="checkbox"/> School assemblies and collective worship with more than one group will not be held in a single, face to face setting</li> </ul>				



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits.</li> <li><input type="checkbox"/> Separate bubble and year group arrival and finish times, entrances and exits will be used to keep groups apart when they arrive and leave school. Parents / carers / students will be informed of their allotted start / finish time and must keep to those arrangements.</li> <li><input type="checkbox"/> Parents will be reminded of the need for social distancing from each other when dropping off / collecting children, particularly at primary school. They will be reminded regularly of our protocols.</li> <li><input type="checkbox"/> Special arrangements will be considered for staff who work across groups (bubbles) across the school and between schools in our Federation e.g. cover supervisors and PPA staff.</li> <li><input type="checkbox"/> Office staff will work in separate offices where possible, or make use of zones or desk screens if that is not possible. People should not work face to face if at all possible. Maintain social distancing with staff who work in one place, such as office or reception staff.</li> <li><input type="checkbox"/> Reduce contact with objects coming into the school by quarantining post and deliveries, or observing strict hygiene measures</li> <li><input type="checkbox"/> Sanitise shared phones / keyboards / equipment regularly and in between users</li> <li><input type="checkbox"/> Staff will discouraged from car sharing for the duration of the pandemic.</li> <li><input type="checkbox"/> Clinically vulnerable staff will be supported to enable additional social distancing while at work.</li> <li><input type="checkbox"/> Clinically extremely vulnerable staff are strongly advised to work from home. If CEV staff wish to work in school we will agree actions with those individuals to reduce their risk as much as possible and revise risk assessments regularly.</li> </ul>				
<p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p>	<p><b>Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and students instructed to wash their hands upon entry into school, returning from breaks, when they change rooms, before and after eating and when they have been to the toilet.</li> </ul>	<p><b>10 - Medium Risk</b></p>	<p>Pupil allergies identified where applicable</p>	<p>Headteacher</p>	<p><b>Medium</b></p>



<p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks including in classrooms.</li> <li><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60+% alcohol) as required for those without easy access to suitable handwashing facilities. Hand washing/sanitising done on arrival, when arriving in and leaving classrooms, before and after eating, after using the toilet etc</li> <li><input type="checkbox"/> Safety data sheets available in the school office in the case of ingestion</li> <li><input type="checkbox"/> Supervision of hand sanitiser stations wherever possible, so positioned in frequently used areas and within classrooms. If area that needs a sanitiser station is not easily overseen a portable hand sanitiser station will be used and removed after use.</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available: sinks, soap and towels</li> </ul> <p><b>Ensure good respiratory hygiene</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lidded bin for tissues available in each classroom and other areas, double bagged when emptied at least daily or more frequently if needed.</li> <li><input type="checkbox"/> Signage and training in place for students and staff to ensure good respiratory hygiene is carried out</li> </ul> <p><b>Introduce enhanced cleaning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will ensure that there is regular cleaning and disinfection of surfaces that are touched more frequently. Classroom furniture cleaned by students/staff before and after use. Staff desks cleaned by staff before and after use. Cleaning of communal areas (touch points only) and toilet areas at least twice a day, with supplies available (e.g. disinfectant wipes) for staff and students to wipe down surfaces, especially in toilets. Once a day full deep clean with bleach based products covering all areas and focusing on touch points. Our cleaning protocols will be followed.</li> <li><input type="checkbox"/> Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff.</li> <li><input type="checkbox"/> Where toilet facilities are shared by more than one group, where possible cleaning will be completed between use by different</li> </ul>	<p>L5 x S2</p>	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>See Protocol CV08, CV05 and CV06 for more details of control measures in place.</p>		
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	<p>groups. Separate toilets/cubicles will be allocated to bubbles where possible.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Standard cleaning products and disinfectant will be used for cleaning (bleach based clean of hard surfaces once a day in line with cleaning risk assessments)</li> <li><input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a> and our own risk assessments.</li> </ul> <p><b>Where necessary, wear appropriate PPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Face coverings must be worn by all staff at all times. Masks are also mandatory for specific First Aid or other need that necessitates the use of PPE</li> <li><input type="checkbox"/> Students in year 7 or over will wear a face masks at all times when in the building. Masks may be temporarily removed when eating / drinking.</li> <li><input type="checkbox"/> When delivering personal/intimate care or first aid, staff will wear the normal PPE required as detailed in individual healthcare plan or first aid protocols</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> </ul>				
<p><b>Transport and Travel</b></p> <p>Reducing the risk of infection</p>	<p><b>Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up and pre- and post-transport protocols in place</li> <li><input type="checkbox"/> A Transport risk assessment is available for SEND children where appropriate and those children are accessing our schools</li> <li><input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice</li> <li><input type="checkbox"/> Schools will record how each person, pupils and staff, travels to and from school (to support Track and Trace)</li> <li><input type="checkbox"/> Pupils who have travelled to school <b>on public transport</b>, wearing face coverings, will be instructed not to touch their face covering during use or when removing them, they will be asked to wash</li> </ul>	<p><b>10 - Medium Risk</b></p> <p>L5 x S2</p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering</p>		<p><b>Medium</b></p>



	<p>their hands on arrival and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin) or place reusable face coverings into a plastic bag to take home with them. They will then need to wash their hands again.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where relevant, transport for SEND pupils will be subject to individual risk assessment</li> <li><input type="checkbox"/> Staff and pupils over the age of 11 will be required to wear face coverings when using public transport – <a href="#">coronavirus-covid-19 safer travel guidance for passengers face-coverings</a></li> <li><input type="checkbox"/> Domestic overnight and overseas educational visits remain suspended</li> <li><input type="checkbox"/> Non-overnight domestic educational visits may resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required.</li> <li><input type="checkbox"/> We will make use of the EVOLVE Notification and Approval System for any out of school requirements that would normally require EVOLVE. We will follow the normal process of risk assessment and log all educational visits onto the EVOLVE database.</li> <li><input type="checkbox"/> For the duration of national lockdown, we will carefully risk assess any school trips and</li> </ul>				
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work related stress</p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress Risk Assessment in place</li> <li><input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible</li> <li><input type="checkbox"/> Good communication measure in place and maintained with staff</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 existing school policy.</li> <li><input type="checkbox"/> Pupils support provided by normal pastoral arrangements, plus outside agencies where possible</li> <li><input type="checkbox"/> Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in</li> </ul>		<p>The Local Authority have produced the following guidance <a href="#">Coronavirus – getting back to school Supporting emotional wellbeing and learning</a></p>		<p><b>Medium</b></p>



	<p>relation to managing work related stress and ill health procedures.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff well-being will be monitored –via regular staff meetings, encouragement of discussions with senior staff and via regular surveys.</li> </ul>				
<p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b> Pregnancy, Asthma etc.</p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times</li> <li><input type="checkbox"/> CCC guidance followed when considering who should attend school and what specific actions to put in place for individuals.</li> <li><input type="checkbox"/> Vulnerable staff (and students) will be subject to individual risk assessments, and all staff will complete a self-risk assessment to ascertain their individual level of vulnerability, dependent on government guidance at that time.</li> <li><input type="checkbox"/> Some staff (e.g. pregnant women) may be encouraged to work from home, or have a specific area reserved solely for their use on site with no close contact with other staff or students – this will be outlined in individual risk assessments.</li> <li><input type="checkbox"/> Options for working arrangements discussed with individuals and based on individual risk assessments as agreed by staff and the school.</li> <li><input type="checkbox"/> Sufficient mitigation against risk to the individual, headteacher and school in place should persons at risk decide they wish to work in school in any case and reasonable adjustments made to working arrangements as appropriate</li> <li><input type="checkbox"/> Extremely clinically vulnerable (CEV) staff are advised not to attend the workplace until 31<sup>st</sup> March 2021. We will discuss with staff their particular requirements and conduct separate risk assessments as appropriate. After 31<sup>st</sup> March, CEV staff may attend work if they cannot work from home.</li> <li><input type="checkbox"/> Clinically Vulnerable staff will be supported to adhere to the system of controls (prevention and response to any infection guidance above) to minimise the risks of transmission.</li> </ul>		<p>If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p>		<p><b>Medium</b></p>





<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<p><b>Response to infection</b></p> <ul style="list-style-type: none"> <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"/> School will fully engage with test and trace process</li> <li><input type="checkbox"/> School will manage confirmed cases amongst the school community</li> <li><input type="checkbox"/> School will work with PHE to contact any outbreak</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR fluid resistant / surgical masks (per Government guidance) and disposable gloves, hand sanitisers and disposable aprons and visors for close contact first aid treatment. Training in donning and doffing PPE given to all staff likely to use PPE in dealing with an emergency</li> <li><input type="checkbox"/> At least one person with a paediatric emergency first aid at work certificate will be premises at all times when children are present.</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> <li><input type="checkbox"/> Adjustments to fire plans documented and clearly communicated to all staff</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"/> Where a child (or adult) develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff</li> <li><input type="checkbox"/> Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance</li> <li><input type="checkbox"/> PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves.</li> <li><input type="checkbox"/> Where practicable, a separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected</li> </ul>		<p>All first aid certificates are current and rota in place, plus emergency arrangements, to ensure coverage at all times.</p> <p>Full briefing to all staff of ‘what to do in an emergency’ covering various scenarios</p> <p>Allocation of a senior staff member to act as emergency contact to provide remote and on-site support in the event of an emergency</p>		
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	<p>in line with the current guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a> before anyone else can use it</p>				
<p><b>Hazards in relation to eating and safe welfare facilities</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timings in place to ensure safe management of ingress, egress, break and lunchtimes</li> <li><input type="checkbox"/> Changes to break and lunch service to ensure safety of students and staff, including provision of ‘grab and go’ style lunch and disposable boxes and cutlery in secondary schools, normal cutlery and plates used at primary school. We have also moved to a safer (reduced risk) cash payment system, cleaning in between sittings where students are using areas for eating and enhanced cleaning measures after lunchtime service – e.g. cleaning chairs.</li> <li><input type="checkbox"/> Reduced options at break and lunchtime to facilitate swift and safe access to lunches</li> <li><input type="checkbox"/> Arrangements for cash to be handled by staff safely, including leaving all cash for at least 72 hours before counting and cashing up. Safe to be used to store cash taken</li> <li><input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils</li> <li><input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.</li> <li><input type="checkbox"/> Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed.</li> <li><input type="checkbox"/> Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time.</li> <li><input type="checkbox"/> Additional welfare areas set up for staff use if possible</li> <li><input type="checkbox"/> Consideration given to allocating some free periods to uninterrupted down time</li> </ul>		<p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p> <p>See Protocol CV04 and CV09 for more details of control measures in place.</p>		
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to</p>	<p><b>Where necessary, wear appropriate PPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils 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 provided staff provided with training and instruction in its use as far as is reasonable and practicable to do so given</li> </ul>				



<p>maintain 2m social distancing measures.</p>	<p>school staff are not experts in PPE use. Government and PHE guidance / videos to be made available to support correct use of PPE</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Local compliance to be monitored by Headteachers 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</li> <li><input type="checkbox"/> PPE that is normally needed for dealing with an individual child will be available as per health care plan</li> </ul>				
<p><b>Assessment Conclusion</b></p>		<p>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.</p>			

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

**Name:** Jennifer Rowlands **Job Title:** Executive Business Manager

**Signature:** *JRowlands* **Date:** 18 March 2021

**To be completed by the Executive 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:** *J. Schafer* **Date:** 18 March 2021

**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. Davidson* **Date:** 18 March 2021



Update log:

8<sup>th</sup> July 2020 – amendment to original RA based on summer term 2020 opening arrangements. Awaiting further guidance from CCC.

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

September 2020 – final checks and updates

October 2020 – amendments to ventilation, visitors, inclusion of Richmond Hill in risk assessment

November 2020 – amendments in light of national lockdown and guidance dated 4<sup>th</sup> November 2020

January 2021 – update to ventilation guidance

February 2021 – update per government guidance dated 22/2/2021

March 2021 – checked in line with testing now happening at home and CEV staff back on site