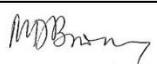


September back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																																																			
	Ebor Academy Trust	<p>Assessing level of residual risk = impact x likelihood</p> <table border="1"> <thead> <tr> <th colspan="2">IMPACT</th> <th colspan="3">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable</td> <td>The event is very Foreseeable (4)</td> <td></td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible</td> <td>The event is Foreseeable (3)</td> <td></td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely</td> <td>The event is not very Foreseeable (2)</td> <td></td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">What the final score tells you in relation to level of risk</th> </tr> </thead> <tbody> <tr> <td style="background-color: #0000FF;"></td> <td>1 – 5</td> <td>Very Low</td> </tr> <tr> <td style="background-color: #00FF00;"></td> <td>6 – 10</td> <td>Low</td> </tr> <tr> <td style="background-color: #FFFF00;"></td> <td>12 – 15</td> <td>Medium</td> </tr> <tr> <td style="background-color: #FFA500;"></td> <td>16 – 20</td> <td>High</td> </tr> <tr> <td style="background-color: #FF0000;"></td> <td>21 - 25</td> <td>CRITICAL</td> </tr> </tbody> </table> <p>Incase of a local lockdown the school will follow PHE guidance</p>				IMPACT		LIKELIHOOD			Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)		Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)		Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)		Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur	What the final score tells you in relation to level of risk				1 – 5	Very Low		6 – 10	Low		12 – 15	Medium		16 – 20	High		21 - 25	CRITICAL
IMPACT						LIKELIHOOD																																															
Catastrophic	People in immediate danger (5)					Highly Probable	The event is extremely Foreseeable (5)	More likely to occur																																													
Major	Harm is more likely than not (4)					Probable	The event is very Foreseeable (4)																																														
Moderate	Harm is likely (3)					Possible	The event is Foreseeable (3)																																														
Minor	Harm is unlikely (2)					Unlikely	The event is not very Foreseeable (2)																																														
Insignificant	Remote chance of dangerous harm (1)					Remote	The event is unforeseeable (1)	Less likely to occur																																													
What the final score tells you in relation to level of risk																																																					
	1 – 5					Very Low																																															
	6 – 10					Low																																															
	12 – 15	Medium																																																			
	16 – 20	High																																																			
	21 - 25	CRITICAL																																																			
Academy	Osbalwick Primary Academy																																																				
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA																																																				
DETAILS OF ACTIVITY Risk Assessment to mitigate risk across both school sites of infection with Covid 19 virus.																																																					
RISK ASSESSMENT LOG REF																																																					
OTHER RISK ASSESSMENTS CROSS REFERENCED*																																																					
WORKPLACE INSTRUCTION REF																																																					
DATE OF ASSESSMENT	July 15 th 2020																																																				
MANAGER CARRYING OUT RISK ASSESSMENT	Matt Brown/Jo Mould																																																				
NAME OF EMPLOYEE CONSULTED	N/A																																																				
LOCATION OF ACTIVITY	Osbalwick Primary Academy																																																				
Headteacher / Principal Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																																																					
Signature 	Date 15 th September 2020																																																				



In welcoming back all of our pupils and staff, it is critical that safety and wellbeing is at the forefront of all of our thinking. The main guidance around this is: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been designed to:

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the leaflet together we have taken on board a wide range of new guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 9 systems of control around prevention and control:

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.

Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

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

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

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

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

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) . Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
<p>STAFF WELLBEING</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>				
Social distancing ①⑤	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	Teacher and TA to sit at tables distanced between pupils. Teachers to position themselves at the front of the class 1m + from pupils. Teachers to limit time spent with groups of pupils to 15mins. EY teachers to maintain safe distance from pupils but mindful o child wellbeing	
		Signage to remind about distancing	Child friendly signs around school Pupil Induction September 8 th	
		Ensure staff are aware of procedures	Staff Induction September 7 th	



		Encourage engagement with test and trace		
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure		
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Staff Induction September 7 th Signage in staff rest areas across both sites	
		Regular one to ones with staff to discuss wellbeing		
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required		
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	Supply teachers for each of two bubbles. Use of specialists and TA4s to cover staff 1 day absence. Action Plan for local lockdown and switch to online learning – to be completed at the beginning of Autumn 1.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		4	2	8



AREAS OF CONCERN

CHILD WELLBEING

<https://www.gov.uk/guidance/supporting-pupils-wellbeing>

<https://www.gov.uk/guidance/supporting-pupils-wellbeing>

<https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance>

<p>Social distancing ①②③⑤</p>	<p>Transmission of virus through close contact</p>	<p>Schools to develop plans for group sizes and maintaining consistent group sizes</p>	<p>Non contact policy in school with pupils Pupil Induction</p>	
<p>Wellbeing</p>	<p>Children may be anxious with new rules and protocols</p>	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed</p>	<p>Whole School pupil well being curriculum fortnight planned on return. Parent communications regarding new systems also to include request to talk to children about distancing, good hygiene etc. New Check In and Behaviour systems to be implemented in September across all ages.</p>	
		<p>Additional support to be available to work intensely with children in particular at start of term</p>	<p>WEB Team to respond to needs of pupils in each bubble within designated areas within each Bubble EY WEB Team member to respond to needs of EY Pupils along with EY Team</p>	



		Close monitoring and observation of children to identify any signs of distress	Daily well being check ins across all ages Wave 1 support from Class Staff Team Referral system to WEB Team CPOMs Cause for Concern	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	3	Impact	Score
			3	9
AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL				
https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
Travel to school	Virus may spread if too close contact	Minimise number congregating at same times by offering	Elongated drop off and collection times on both sites	



①⑤		staggered start and end times where appropriate	1 way system around school site 1 way systems for Leyes site Communication to parents regarding timings and need for prompt leaving of site. Parents on both sites informed.	
		Allocate supervised group collection points		
		Ensure parents know they can't come onto site	Communication to parents regarding communication with school – via phone/email	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	PPE disposal guidance re-shared with staff Pupil Induction	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	N/A	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Contractors to be met by site manager on both sites Kitchen contractors to be directed by Cooks on both sites Liaison with visitors on both sites (Social Workers, SEN agencies etc) around Risk Assessment and Induction on arrival	
		Number of entrances/exits at site maximised and limited to groups where practical	Communication to parents on both sites regarding elongated drop off and collection timings and designated entrance/egress points Pupil Induction September 8th	
Transport	Pressure on public transport/ road network	Encourage parents and children and young people to	Communication to all parents regarding travel to school Pupil Induction	



①⑤		walk or cycle to their education setting where possible		
		Measures to prevent use of and crowding on public transport including staggered start and finish times		
		Guidance given to early years Staff on dealing with soiled clothing	Information re-shared with staff – Staff Induction September 7 th	
		Area to change allocated, Bags to put clothing in provided	Hygiene rooms on both sites Safe disposal guidance re-shared with staff – Staff Induction September 7 th	
Airborne transmission ①③	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored with controlled access and disposed of after a year	Allergy information sent out week before beginning of term	
		Health check questions to be asked before a child enters premises. Information to be securely stored with controlled access and disposed of after a year	N/A – guidance from Trust via email July 14 th 2020	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctors note for non attendance	Update Staff Handbook Staff Induction September 7 th	
Preventing those with specified health conditions from	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to	Office to make all teachers aware who pupils are across both sites	



risks arising from attending ①②⑤		follow Government advice		
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	Continuation of markings by site manager to ensure pupils can queue if needed at a distance. Communication to parents regarding safety during drop off and collection times and prompt exit of site	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	Communication to parents across both sites regarding contacting school via email/phone for all queries. No queries to the school office in person	
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use		
Close contact and airborne transmission ①⑤	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins		
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number	Visits organised by site manager or school staff to be communicated to Office Staff at appropriate site.	



		in at any one time. Log of visits should be retained	Office Staff to sign visitors on and off sites.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Communication to parents on both sites regarding all enquires for school to be via email or phone call, no in person enquiries.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/Contractors	One way systems where possible	1 way system for drop off and collection of children to continue on both sites.	
		No assemblies unless via hangouts or within class groups	Staff Induction September 7 th	
		Educate staff and children on voice control to prevent the	Staff Induction September 7 th Pupil Induction September 8 th	



		need to shout. Use posters to reinforce		
		Rotas and systems to avoid contact between groups	Staggered break times and lunch times Staggered access to toilet and hand washing facilities during the day	
		Pinch points and bottle neck points identified and managed accordingly.		
		Identify where screens would help prevent transmission of virus	Office Leyes query – Andy Roberts to organise as per meeting between DS and JM July 13 th 2020.	
		Signage in place to remind people and daily reminders from line managers		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8

AREAS OF CONCERN

Nursery pick up – pre lockdown parents accessed Nursery through main entrance
This will change and use parents now to access Nursery entrance around the side of the Leyes building.
Communication sent to Nursery parents regarding the arrangements for drop off and collection of Nursery children. Signage in place for 1 way system for parents on Leyes site.
Communication arrangements to staff – Staff Induction September 7th.



USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<p>Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission</p>	<p>Staff/Children potential exposure to virus through close contact or picking it up from surfaces</p>	<p>Years 3, 3/4, 4, 5, 5/6 and 6 classrooms to be organised to maximise distancing</p>	<p>Teacher to set up classes week before school starts and on Training Day and checked by SLT for Risk Assessment compliance.</p>	
<p>①②③④⑤</p>		<p>Enter classroom one by one, populating seats front to back to reduce contact where possible</p>	<p>Communication to staff during the week prior to beginning of term Pupil Induction – September 8th</p>	
		<p>Arrange seating for children to sit side by side no more than 15 per row where possible</p>	<p>Pupil Induction September 8th</p>	
		<p>Minimise face to face child/teacher time</p>		
		<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.</p>	<p>Cleaning resources in classes.</p>	



		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Share out resources Communication to staff – Staff Induction September 7th	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Information re-shared with staff Staff Induction September 7th	
		Own equipment only to be used by each child or allocated equipment where possible	Pencil cases and pupils to have own resources. (Y3-6)	
		Mark out areas to reinforce distancing		
		Daily awareness briefings by line managers, posters, manager spot checks	Regular communication with staff Spot checks by SLT/Site Manager	
Early Years and KeyStage One (Yrs 0-2) Preventing transmission of virus in the classroom through close	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Staff Induction – September 7th	



contact or surface transmission ①③④⑤				
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 5	Impact 2	Score 10
AREAS OF CONCERNS				
STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Designated staff rest rooms for each Bubble across both sites	



		Cleaning schedule in place to ensure equipment cleaned after use	Cleaning checklists across both sites in place and kept.	
		Own utensils used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
<p>Timings of access to rest area for staff on Leyes site alongside Ebor CST. Only applicable when CST return to work.</p> <p>EY Team to have access to kitchen and rest area during school lunch break time.</p> <p>Cleaning to be put into place following EY Team usage.</p> <p>CST to have rest areas before or after EY Team.</p>				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission ②③④⑤	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	EY Team to review resources and take into account previous guidance on suitable resources.	
		Encourage outdoor play wherever possible	Staff Induction September 7 th	



		Rota and segregation for outdoor space to maintain distancing	Staggered break times between Bubbles. Staff Induction September 7 th	
		Rota for cleaning play equipment		
		No singing, wind or brass instrument playing	Separate Risk Assessment for Music teaching and visiting peripatetic teachers designed by Music Specialists for Trust. Music curriculum teaching adjusted	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8
COMMENTS OR CONCERN				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				
Close contact and surface transmission ④⑤	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	Hot meals for school dinners. Leyes site Hall to be used for EY Dinners as per usual. Lane site Hall to be used for 2 sittings – Bubble A and Bubble B Designated entrance and egress for each Bubble, separate staff teams for each Bubble. Designated cleaning time between each sitting	



			MSA contracted hours adapted to accommodate plan. Staff/MSA Induction September 7 th	
		System in place to collect lunch boxes; ensures distancing can be maintained		
		Catering staff treated as a group		
		All food waste must be disposed of in black bags/compostable bags	MSA Induction September 7 th	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood) 5	Impact 2	Score 10
AREAS OF CONCERN				
Hall to be used for 2 sittings plan agreed between JM and Andy Roberts via phone conversation July 15 th 2020. System and timings to be reviewed regularly and adapted as necessary. Leyes Conference Room used for external training providers whilst needed for EY Dinners. CST to clarify dates of use.				
CHILDREN WITH COMPLEX NEEDS				
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
Risk of cross contamination when dealing with children	Anyone in building could be exposed to virus through close contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	Staff to use PPE when pupils unable to socially distance	



with complex needs ③④⑤⑥			Staff to continue use of PPE when carrying out intimate care	
Access/egress in building ⑤	Staff/Children/Contractors		Visitors for children with complex needs (Social Workers, SEN Agencies etc) to be admitted to the building by Office Staff. Visits arranged by staff must be communicated to Office Staff.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood) 4	Impact 2	Score 8
AREAS OF CONCERN				
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets	Staff/Children/Contractors	Ensure cleaning rota in place	Site Manager to oversee over both sites	



②④⑤				
		Process in place to ensure adequate supplies of cleaning materials at all times		
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Designated staff toilet facilities on each site Staff Induction September 7 th Designated toilet facilities for children within Bubbles. Pupil Induction September 8 th	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill		
		Ensure adequate supply of paper towels and wipes		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 5	Impact 3	Score 15
AREA OF CONCERN				



MAINTAINING HYGIENE

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

Hygiene practices ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Curriculum guidance for Staff of all year groups Staff Induction September 7 th	
		Ensure sufficient washbasins so everyone is able to wash hands regularly		
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Staff Induction September 7 th	
		Build washing hands and 'catch it kill it bin it' into the culture	Communication to parents across both sites for home support Staff Induction September 7 th	
		Enhance cleaning regime for busy areas		
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		
		Supervision of hand sanitiser use given risks around ingestion. Small children and	Staff Induction September 7 th Pupil Induction September 8 th	



		pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative		
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN				
<p>Number of pupils washing hands – areas congested. Staggered times and monitoring by all staff. Staff Induction September 7th Pupil Induction September 8th</p>				
USE OF PPE – order via estates				
<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>				
Ensuring safe and effective use of PPE	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Posters up in every classroom across both sites showing PPE guidance. Staff Induction September 7 th	



②⑥				
		Ensure sufficient PPE available	PPE boxes clearly marked and in all classes across both sites	
		Ensure process in place for safe disposal of PPE		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 5	Impact 1	Score 5
AREAS OF CONCERN				
CONTRACTORS				
Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	Site Manager to oversee essential contractors only across both sites	
		Ensure declaration is signed prior to entering site		
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood	Impact	Score



THIS AREA (Potential Impact x Likelihood)		3	1	3
AREAS OF CONCERN				
Contractors just turning up – contractors to be turned away if arrive unannounced on either site. Site Manager to be contacted by Office Staff from either site.				
CARETAKING				
https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Safety and Provision ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe	Site Manager to oversee across both sites	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed		
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use		
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make		



		this impossible to manage locally		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 1	Score 3
AREAS OF CONCERN				
GENERAL CLEANING				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	Site Manager to re-share with Cleaning Teams across both sites – induction	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.		



Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day		
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc		
General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas		
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method		
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood	Impact	Score
		4	1	4
AREAS OF CONCERN				



TOUCHPOINT CLEANING			
Airborne and surface transmission ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	Cleaning Team/MSA hours adjusted to allow for extra cleaning across both sites.
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 4	Impact 2	Score 8
AREAS OF CONCERN			



CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Re-share with all staff across both sites Staff Induction September 7 th	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood 5	Impact 2	Score 10
AREAS OF CONCERN				
Communication systems to ensure area where outbreak occurs is sealed immediately and closed.				
WASTE MANAGEMENT PPE https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school		
		All food waste must be disposed of in black bags/compostable bags	MSA Staff from both sites Induction September 7 th	



		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required		
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 5	Impact 1	Score 5
AREAS OF CONCERN				
MANAGING PREMISES				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	Site Manager to oversee across both sites	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Site Manager to oversee across both sites	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood	Impact	Score



THIS AREA (Potential Impact x Likelihood)	3	1	3
Areas of concern			

All policies and updates to policies to remain in place.