

## COVID-19 Risk assessment – Opening schools

### **The Government has asked schools to adhere to the following:**

From the week commencing 1<sup>st</sup> June at the earliest, government has asked primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources)

There are some specific issues that are addressed in the risk assessment but for clarity Government has provided the following advice to schools:

### **Personal Protective Equipment (PPE) including face covering and face masks:**

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

### **PPE is only needed in a very small number of cases including:**

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way

- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**Please note:**

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

**Social distancing in early years and primary schools:**

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out below:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk**.

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

#### **Additional considerations for planning to re-open schools to more students and staff:**

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

### Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant.

## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>School</b>	Southwark Park Primary			<b>Assessment No.</b>	
<b>Site</b>		<b>Location</b>			
<b>Subject of Assessment</b>	Opening schools to keyworker's and vulnerable children and additional specific year groups (nursery, Reception, Year 1 & Year 6).				
<b>Assessed by</b>	Rifqa Ali/Carl Vernalls	<b>Date</b>	20 <sup>th</sup> May 2020	<b>Review date</b>	
<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> <li>The school will inform parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>Parents will receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> <li>Parents who do not follow staff instructions/guidelines on social distancing in school should be reported to the SLT</li> <li>Parents to be issued specific school protocols for school attendance for them to explain to their children;</li> <li>Parents of SEN pupils or those with care plans will be individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>Staff will be briefed and consulted on school procedures and the plans for re-entry of pupils;</li> <li>Employees to be provided with training and briefing regarding infection control and school protocols on 1<sup>st</sup> June 2020;</li> <li>Staff are required to be up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-</a></li> </ul>	Medium	Low	

Hazards and Risks		Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p><a href="#">parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></p> <ul style="list-style-type: none"> <li>• In relation to mental health and stress support organisation, details are available to staff who require it. The school has an occupational health provider if needed;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively with the SLT;</li> <li>• Hazard reporting mechanism are in place and easily accessible – staff should report hazards to the SLT or SBM;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>			
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul>	<p><b>Drop off (primary):</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• Limited number of parents in playground at any one time to enable parents to remain 2m away from other parents during drop off of pupils;</li> <li>• One way entry and exit system to ensure parents do not congregate in the playground.</li> <li>• Start times have been staggered for each class in order to prevent large numbers of parents in the</li> </ul>	Medium	Low	

Hazards and Risks	Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>playground/on school grounds;</p> <ul style="list-style-type: none"> <li>• Start times are designed to enable one group of parents to leave the site before the next group arrive;</li> <li>• Parents are reminded to leave the site once their children have entered the building;</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> </ul> <p><b>Entry to the school:</b></p> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Pupils will be collected in the playground by their Teacher;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings apart from when accessing the playground for drop off and collection;</li> <li>• Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>• Pupils will be directed by the teacher to wash their hands on entry</li> <li>• Hand washing demonstrations will be provided to pupils on how to adequately wash their hands.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff should use sanitiser on entry at sanitising station then wash hands at first opportunity</li> </ul>			

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		<ul style="list-style-type: none"> <li>Staff should not enter any area that they are not designated to work, apart from in the staff room and toilets.</li> </ul>			
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<p><b>Pick up (primary):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information will be cascaded to parents.</li> <li>Limited number of parents in playground at any one time to enable parents to remain 2m away from other parents during drop off of pupils;</li> <li>One way entry and exit system to ensure parents do not congregate in the playground.</li> <li>Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds;</li> <li>Finish times are designed to enable one group of parents and students to leave the site before the next group arrive;</li> <li>Parents are reminded to leave the site once their children have been collected;</li> <li>Only one parent/guardian per child is permitted on site;</li> <li>If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> <li>Parent will be advised to communicate with staff via telephone or email once they have left the building, if they wish to discuss any concerns they may have.</li> </ul>	Medium	Low	

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		<p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Pupils will be collected in the playground by their parent;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Teachers will ensure pupils have washed hands before they leave the school building;</li> </ul>			
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	<p><b>There will be no assemblies.</b></p> <p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>• In accordance with the early year's framework class sizes for early years will adhere to the following:</li> <li>• Children three or over – one suitably qualified adult for every 13 children</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;</li> <li>• All other classroom controls are the same as primary below.</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>• Classroom sizes are restricted to 15 maximum students, 1 teacher and TA;</li> <li>• Students are kept in small groups as they cannot socially distance themselves at all times;</li> <li>• The class group will not interact with other groups</li> </ul>	Medium	Low	

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		<p>within the school;</p> <ul style="list-style-type: none"> <li>• Hand washing is completed on entrance to the class and between specific activities;</li> <li>• Students in Year 1 &amp; 6 will have allocated resources and are not encouraged to share;</li> <li>• Students are regularly reminded not to touch their or other students faces;</li> <li>• Classroom furniture has been reduced. Interactive displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;</li> <li>• The same Teacher and TA (where applicable) will be assigned to a class;</li> <li>• Children will be assigned individual stationery pack to reduce risk associated with sharing resources;</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>• Any shared equipment used within an individual group must be thoroughly cleaned at the end of the day;</li> <li>• Rooms should be kept ventilated using natural ventilation (window) or ventilation units;</li> <li>• Doors should propped open where possible to avoid touching of handles.</li> </ul>			
5.	Spread/contraction of COVID-19 due to lack of social distancing measures	<p><b>Primary and early years:</b></p> <ul style="list-style-type: none"> <li>• Separate lunch break are designated for each small teaching (15 student) group. Students will stay in</li> </ul>	Medium	Low	

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<p>during the school day including:</p> <ul style="list-style-type: none"> <li>• Drinking and eating;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p>these groups during lunch;</p> <ul style="list-style-type: none"> <li>• Pupils will have packed lunches delivered to designated classrooms;</li> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch;</li> <li>• Students are advised to clean hands before and after eating lunch using the classroom sinks;</li> <li>• Parents will be asked to provide children with a water bottle.</li> <li>• Water fountains have been switched off;</li> <li>• Disposable cups will be available in classrooms and all classroom sinks have drinking water.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the schools is reduced as much as possible;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) all children will be required to walk on the left at all times and will be supervised by an adult;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> <li>• Times are allocated for each class to reduce the need to pass one another in open spaces;</li> <li>• Where possible classes will be accessed directly</li> </ul>			

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		<p>from outside.</p> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>• Students are only permitted to complete suitable activities with their class group;</li> <li>• Outside play equipment and toys will be allocated to each group and must not be shared;</li> <li>• Equipment is cleaned after each use by the adult assigned to that group;</li> <li>• Outside play equipment and toys have been reduced;</li> <li>• Stationary play equipment will be cordoned off to prevent use;</li> </ul>			
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p><b>Primary (early years):</b></p> <ul style="list-style-type: none"> <li>• Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing facilities are located within each classroom;</li> <li>• Hand washing sinks are located within each toilet provision;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash</li> </ul>	Medium	Low	

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		<p>hands properly;</p> <ul style="list-style-type: none"> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➤ Entry and exit from the school;</li> <li>➤ After using the toilet;</li> <li>➤ Before and after eating;</li> <li>➤ Regularly throughout the day.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have automatic hand dryers for drying hands.</li> </ul>			
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following:               <ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>• Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>• Classrooms will be cleaned after school;</li> <li>• Toilets and touchpoints will be cleaned regularly throughout the day by onsite cleaner;</li> </ul>	Medium	Low	

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		<ul style="list-style-type: none"> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> </ul>			
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• Staff room should be used at reduced capacity to allow staff to remain 2m apart. Additional rooms will be made available for staff breaks and lunches (Music Room);</li> <li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li> <li>• Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants;</li> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance.</li> <li>•</li> </ul>	Medium	Low	

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<p>9. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• One paediatric first aider will be on site at all times;</li> <li>• There will be one first aider per bubble;</li> <li>• The school has been a specific room dedicated for suspected cases of COVID-19;</li> <li>• Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul> <p><b>Toileting &amp; nappy changing</b></p> <ul style="list-style-type: none"> <li>• Children to independently use the toilet and change their own clothes if they are able. Children to wash their hands</li> <li>• Where children need help with changing clothes, nappies or using the toilet, and the 2 metre rule cannot be observed, adults to wear appropriate PPE (including gloves, apron and visor).</li> <li>• Support in toileting/changing should not be at child</li> </ul>	Medium	Low	

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	<p>level so that adults are not face to face with children, but adults should stand so that they are at a different height.</p> <ul style="list-style-type: none"> <li>Nappies (and PPE) to be disposed of in the usual way (in yellow bins).</li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply</li> </ul>			

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		you with orange clinical waste bags for waste bags can be sent for appropriate treatment.			
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school apart from for access to the playground for drop off and collection;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for students, they should be left at the school main entrance for staff to collect;</li> <li>• The SLT are able to zoom (or other) parents if face to face meetings are required;</li> <li>• For those who have to enter the school reception, glass screens will remain closed;</li> <li>• Only one adult will be allowed in the reception area at one time;</li> <li>• Where appropriate parents /visitors should use the intercom to communicate;</li> <li>• Visitors will only be permitted into the school if they have an appointment;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small room or within 2m</li> </ul>	Medium	Low	

Hazards and Risks		Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>are not permitted;</li> <li>Premises' contractors will only be allowed in areas where social distancing can be maintained and should not visit rooms that are occupied by pupils;</li> <li>Deliveries will be accepted at designated quiet times only;</li> <li>Delivered items will be left outside of the school building for staff to collect.</li> </ul>			
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>Management of toilets is in place to ensure social distancing;</li> <li>Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>Student use of toilets outside will be supervised by adults;</li> <li>Toilets are cleaned throughout the day.</li> </ul>	Medium	Low	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times;</li> </ul>	Medium	Low	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that are partially open;</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> </ul>	Medium	Low	

Hazards and Risks		Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Contingency in place for sudden premises staff absence;</li> </ul>			
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitiser is in place;</li> <li>Hand sanitiser use should be minimised and only used when soap and water are not available;</li> <li>Teachers should supervise the use of sanitiser by pupils;</li> <li>Hand sanitiser in classrooms should be stored away from heat and out of reach of children;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed by the cleaning contractor;</li> <li>Material safety data sheets are held for all chemicals purchased by the school are readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Medium	Low	
15.	Fire and evacuation procedures being inadequate at this time due occupants being spread around the building without suitable procedures in	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements;</li> <li>➢ Safe exit via the nearest final exit;</li> <li>➢ Training occupants of any changes to</li> </ul> </li> </ul>	Medium	Low	

Hazards and Risks	Existing Control Measures	Severity of Harm (Very High, High, Medium, Low)	Likelihood of Harm (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
place.	evacuation; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation; ➤ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible.  • All other fire system testing and maintenance has continued as normal.			

**Please note:**

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.