



London Borough
of Hounslow

COVID-19 Model Risk Assessment for Schools and Educational Settings in preparation for Autumn Term 2020

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Introduction

The following workplace risk assessment is intended to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during full reoccupation of schools in the autumn term. These resources have been created by the council's Health & Safety Team, in collaboration with colleagues in Children's Services, and in line with the latest advice, at the time of review, from the government, NHS, Public Health England and the DfE.

1 –Completing the COVID-19 Risk Assessment

When completing the risk assessment, please follow the steps outlined below:

Step 1: Identify the Hazards

The risk assessment template has been pre-populated with hazards that will hopefully cover most of the relevant topics.

However, you should ensure that the risk assessment is tailored to your situation and carefully consider if further hazards need to be added. School may, for instance wish to include other organisational risks that are not directly health and safety related, for completeness.

When attempting to identify hazards, it should be broken down into the workplace environment, on-site and off-site work activities. It may be necessary to carry out a review of the workplace and/or observe the task in order to identify where and how hazards arise in practice and how harm can occur. Staff representatives will also help identify problem areas.

When identifying hazards, the following should be considered:

- Routine and non-routine activities of all persons having access to the workplace (including staff, contractors, visitors, pupils etc.)
- Human behaviour, capabilities and other human factors
- Identified hazards originating outside of the workplace, which may adversely affect the health and safety of staff and /or service users
- Infrastructure, equipment and materials at the workplace, whether provided by the employer or others
- Changes or modifications, including temporary changes, to activities, equipment or materials. These should be assessed prior to their introduction
- Any applicable existing, new or updated legal obligations
- The design of work areas, processes, installations and operating procedures, including their adaptation to human capabilities

Step 2: Decide who is at Risk

For each hazard, you will need to be clear about who might be harmed as it will help to identify the best way of managing the risk. This doesn't mean listing everyone by name, but rather identifying groups of people and any people who may be particularly at risk; e.g. young persons, new and expectant mothers.

Step 3: Implement preventative Measures

The risk assessment template has been prepopulated with broad preventative measures, as recommended by government guidance and the council's health and safety advisory service.

You will need to consider these preventative measures carefully and amend them so that they are specific to your setting and provide the additional detail necessary to outline exactly what you will be doing to achieve the recommended outcomes. Comments have been provided on the form to help direct school where they need to add additional content.

You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps. If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk to which your staff and children are exposed.

When considering what control measures are required consider controls in the following order.

a) Elimination	Get rid of the hazard altogether
b) Substitution	Use something less hazardous, which would still do the job
c) Enclosure	Enclose/section off the work to eliminate or control the risk
d) Guarding	Segregation of the user from the hazard
e) Safe system of work	A system which reduces the risk to an acceptable level
f) Written procedures	Written safe system of work, known/understood by those affected
g) Supervision	Put in place adequate supervision Consider new/young staff
h) Information/training	Guidance notes, instruction, notices, signs, training courses
i) Personal protective Equipment (PPE)	Goggles, gloves, helmets, safety shoes

Note: Item (a) is the most effective, and item (i) the least. PPE should be used in conjunction with other control measures. It protects the individual and its effectiveness is very dependent on factors such as correct use, therefore guidance, training and supervision will be very important.

Step 4: Evaluate the level of risk

Risk is a combination of two things:

The level of harm that might be caused to a person if they were exposed to a hazard and the likelihood of that person being exposed to the hazard.

To determine the overall level of risk, the possible outcome or **severity** of harm and the **likelihood** that harm will occur, must be determined. Only tasks that's present a significant risk need to be evaluated.

Possible Outcome/Severity

For each hazard (with your control measures in place) you will need to estimate how harmful the hazard could be and assign a severity of harm rating as detailed below.

Negligible	No treatment required
Minor	e.g. On site first aid treatment required, nuisance irritation; minor symptoms, sent home, observation
Moderate	e.g. further medical advice sought, isolation required
Major	e.g. requiring hospitalisation
Extreme	e.g. Fatality/disability

You will then need to enter this into the 'Possible Outcome/Severity' column of your risk assessment, using the drop-down choices.

Likelihood

For each hazard, (consider existing controls), you need to determine how likely it is that the harm will occur and assign one of the following levels:

Very Unlikely	So unlikely that probability is close to zero
Unlikely	Could happen at some time
Possible	Will probably happen at some time
Likely	Will definitely happen at some time
Very likely	Will happen, imminent

You will then need to enter this into the 'Likelihood' column of your risk assessment, using the drop-down choices.

Level of Risk

Once you have estimated a severity rating and decided how likely it is that the hazard will occur, the hazard can be assigned a risk level.

POSSIBLE OUTCOME/SEVERITY x LIKELIHOOD = RISK LEVEL

The Council's risk matrix (below) is a simple method for estimating risk levels, which uses the above formula and will help assessors in their decision making. To estimate the level of risk, read across the top of the matrix to your chosen severity rating and then down the left-hand side to your chosen likelihood rating. The level of risk is displayed as a number in the cell where they meet (for a quantitative rating) and displayed as a combination of low, medium or high (for a qualitative rating). For example, where the likelihood is 'possible' and the worst likely outcome is 'major'; the hazard will present a risk rating of 12, which is a 'moderate' risk. A RAG rating has also been applied for better visual identification of the levels.

The numbered rating is a much more accurate means of determining risk than the 'finger in the air' approach of just choosing between low, medium or high, without any scientific foundation. It shows more clearly how much more work needs to be done to reduce the risk further and the 'levels within levels' are a great aid in prioritising your actions. However, the use of low, medium and high and the RAG rating is less complicated and more accessible to a wider audience. The matrix allows the best of both worlds.

You do not have to enter the numbers onto your risk assessment, but you can if you wish. It is acceptable to enter the descriptions instead, providing you still use the number rating shown in the matrix as the basis for the development of your preventative measures and the further reduction of risk. Ensure the matrix is made available to staff, so they can see the basis of your decision making.

Risk Matrix		Possible Outcome/Severity				
		Negligible 1	Minor 2	Moderate 3	Major 4	Extreme 5
Likelihood	Very Unlikely 1	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Low)
	Unlikely 2	2 (Low)	4 (Low)	6 (Medium)	8 (Medium)	10 (Medium)
	Possible 3	3 (Low)	6 (Medium)	9 (Medium)	12 (Medium)	15 (High)
	Likely 4	4 (Low)	8 (Medium)	12 (Medium)	16 (High)	20 (High)
	Very Likely 5	5 (Low)	10 (Medium)	15 (High)	20 (High)	25 (High)

Is the level of risk tolerable?

The level of risk should be evaluated with your preventative measures in place to determine if they are suitable and sufficient to reduce, or keep, the level of risk at a tolerable level and ultimately ensure that the activity is safe to continue. If your judgement is that the preventative measures are not enough, then further preventative measures will need to be decided upon and implemented. These will need to be added to your action plan and when complete, you will then need to re-evaluate the level of risk to show that the actions have had the desired effect. Other factors, which have an impact on the likelihood of harm occurring, should also be considered, for example, unsafe acts, frequency and duration of exposure to the hazard, and failure of machinery/services.

To make it easier to determine the urgency of the action, we need to allocate an action level to each level of risk. To make things more straight-forward, the levels of risk can be categorised as either low, moderate or high and are described in figure 1 below. A RAG rating, as shown in the risk matrix and figure 1, can also be applied to make the process more intuitive.

Dependant on the level of risk, further control measures may be needed to further reduce the risk to an acceptable level. The Health and Safety Team can be contacted for advice and guidance to assist in the identification of suitable controls. As a guide, the following actions should be taken for each level of risk.

Risk Level	Management actions required at each risk level
High (15-25)	<ul style="list-style-type: none"> Urgent action/senior management attention is required to eliminate or reduce risk. Report to relevant management committee. Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, activities must remain prohibited.
Moderate (6-12)	<ul style="list-style-type: none"> Aim to reduce the risk to 'low' if reasonably practicable to do so. If not practicable, try to reduce the risk to a lower scale of 'Moderate' There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions If a control measure cannot be financed immediately it may be possible to plan for its implementation over a longer period, while other limited risk reduction measures are put in its place as an interim course of action.
Low (6-10)	<ul style="list-style-type: none"> No additional controls are required, but monitoring is required to ensure that the controls are maintained, and the risk does not increase Manage situation with routine procedures. Implement additional controls only if easy to implement and inexpensive Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden.

Figure 1.

Step 5: Introduce further control measures

If you determine that the level of risk is too high to continue safely with an activity or that it is possible to reduce risk further, add additional preventative measures into this column so that the risk can be reduced to a tolerable level. Enter the proposed timescales for completion in the final column.

2 – Action Plan

Use the attached Health and Safety Action Plan to record all outstanding preventative measures that you still need to implement, stating responsible persons and timescales for completion. Regularly review and indicate when complete. Amend your risk assessment accordingly.

3 – Communication

Communication is key and there's a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's and pupil's safety at the heart of this decision.

4 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. Frequently review you risk assessment to take account of these and amend as necessary.

COVID-19 Alexandra Primary School Reoccupation Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Contact with individuals who have COVID-19 symptoms or live with someone who does	Staff, Pupils, Parents, visitors, contractors	<p><u>To prevent contact with those who have, or may have, COVID-19, the following precautions will apply:</u></p> <ul style="list-style-type: none"> The school will fully engage with NHS Test and Trace process and ensure that relevant staff understand it and know how to contact our local Public Health England health protection team Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 7 days will not be permitted into school. Anyone coming onto the site displaying COVID-19 symptoms, will be sent home. Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Students over 16 with symptoms and the parents of children under 16 with symptoms will be directed not to attend their GP's surgery, walk-in centres or hospitals, but to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3 days, during which time it will be most effective. Staff that become symptomatic will be asked to remain at home or be sent home depending on where their symptoms are first displayed. As education staff are essential workers, the school will make an employer's referral, by emailing the employer referral portal mailto:portalservicedesk@dhsc.gov.uk. Staff will receive a unique invitation code by text, so that they can book a priority test. Tests must be taken within 5 days of symptoms first being shown and the school will remain in daily contact with the 	Moderate	Possible	Medium	Staff are encouraged to take a Covid test before returning to school in September after travel within and outside the UK. Follow guidance protocols.	Sept 2020

Commented [AS1]: State the positions of these relevant staff.

Commented [AS2]: This is a reasonable line of defence, but the school should describe how they intend to police this.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>symptomatic individual's home to ensure that the test has been arranged/taken and for confirmation of the results.</p> <ul style="list-style-type: none"> Individuals must self-isolate for 7 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. If they still have a high temperature after 7 days, they will be asked to keep self-isolating until their temperature returns to normal. Other members of the individual's household (including siblings who may also attend the school) must self-isolate for 14 days from when their family member first becomes symptomatic. They will not be permitted onto the school premises, unless their family member's test results are negative. If tests have not been taken by the 6th day, there is no point taking a test at all and it will be assumed that the individual has been infected with COVID-19 and they will be required to continue to self-isolate for the full 7 days and their household members for the full 14 days. If the test results return positive for anyone becoming ill with COVID-19 symptoms whilst at school, their class bubble will be required to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms. If a child/young person or staff member tests negative, their symptoms are still indicative of another illness, e.g. cold or flu, and should not return to school until they are well. Fellow household members can end their self-isolation. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise 					

Commented [AS3]: The school will need to specify here, who will have responsibility for this role and how the information will be securely recorded and used, in line with GDPR.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>schools and other settings on the most appropriate action to take.</p> <ul style="list-style-type: none"> If necessary, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure. If a child is awaiting collection after displaying symptoms, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate ventilation, and adult supervision if required. The room will have a vision panel and a clear line of site to ensure child safeguarding. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment. If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE (such as for a very young child or a child with complex needs). Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the COVID-19: cleaning of non-healthcare settings guidance to reduce the risk of passing the infection on to other people. In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive. Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is 					

Commented [AS4]: The school should specify here the location(s) they have set aside for this purpose and a brief explanation of its suitability. Also, they should specify who will be responsible for this supervisory role, e.g. a member of staff from the same class bubble or a completely different members(s) of staff.

Commented [AS5]: The school should specify here what PPE has been deemed appropriate and made available to staff for this purpose. This might vary depending on the age and needs of the child. However, disposable gloves and mask are likely to be standard items, but in some situations, other PPE might be identified, e.g. disposable aprons, face shields etc.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace					
Contact between individuals and groups/ bubbles	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> In order to facilitate the delivery of the school timetable, teachers and support staff will be able to operate across different classes and year groups. Where staff need to move between classes and year groups, they will aim to keep their distance from pupils and other staff as much as possible, ideally 2 metres from other adults. The school will form consistent groups (bubbles) that will not intermix to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix will also make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. The schools will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>The school will implement the following bubbles in the following age groups:</p> <p>Early Years</p> <ul style="list-style-type: none"> In Early Years, the school will create (Year Group) bubbles It is recognised that the youngest children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. <p>Infants</p> <ul style="list-style-type: none"> At infant age, the school will create (Year Group) bubbles 	Minor	Unlikely	Low	Use the CPD meeting room and EYFS kitchen as a EYFS staffroom to minimise the contact of adults from different year group bubbles.	Sept 2020

Commented [AS6]: Schools should clarify further where this is likely to be necessary. In primary schools, the need for doing this will be much less and should be restricted to specialist subjects such as music, arts and P.E, and they should restrict this practice as much as possible. For secondary schools, staff movement will be essential.

Commented [AS7]: It is recognised that this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> It is recognised that the youngest children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Complete
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>Juniors</p> <ul style="list-style-type: none"> At junior age, the school will create (Upper/Lower KS) bubbles <p>Measures within the classroom</p> <ul style="list-style-type: none"> Staff will aim to maintain a 2-metre distance from their pupils, staying at the front of the class, and away from their colleagues where possible. This will be difficult for adults working with young children, but all adults have been asked to do so whenever allow to reduce the accumulative effect of prolonged contact. Staff have been instructed to avoid close face to face contact and minimise time spent within 1 metre of anyone. It will not be possible to maintain distancing when working with many pupils who have complex needs or who need close contact care. Staff will continue to provide the educational and care support to these children as normal. 					

Commented [AS8]: Explain the rationale behind the group size decided upon. At primary school ages, it may be possible to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19). However, all other factors previously mentioned such as provision of the curriculum etc, need to be taken into consideration and it is accepted that this might not be possible. Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'.

Commented [AS9]: In all cases the rationale behind group size decisions must be explained for transparency. Included in this rationale, should be an explanation of how the group size has been arrived to enable the normal operation of the school to achieve the expected outcomes from the Autumn term onwards, e.g. from an educational point of view and the directive from the government to provide a broad and balanced curriculum and meet logistical challenges, such as the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching. Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

Commented [AS10]: This should hopefully be achievable in secondary schools, but it is recognised that this will be difficult at primary age, especially for younger children.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Children that are old enough and have the necessary comprehension, will be supported to maintain distance and not touch staff and their peers where possible. Where possible, classroom seating has been rearranged so that pupils sit side by side and facing forwards, rather than face to face or side on. <p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> The school will avoid large gatherings such as assemblies or collective worship with more than one group/bubble. Movement around the school site will be kept to a minimum by keeping children in one consistent classroom whenever possible and having teachers move across classrooms to provide curricular learning, rather than having large numbers of pupils changing rooms at lesson changeover. Break times and lunch times will be staggered (leaving time for the cleaning of surfaces in the dining hall between groups). If it is not possible to stagger lunchbreaks sufficiently, children/young people will have their lunches brought to their classroom. As far as reasonably practicable, the same teacher(s) and support staff will be assigned to each group and that these stay the same during the day and on subsequent days. Pupils/students will sit at the same desk each day if attending on consecutive days. Shared staff spaces have been set up to help ensure staff to distance from each other. Use of staff rooms will be minimised, whilst still allowing staff to have a break of a reasonable length during the day. Drop-off and collection times will be staggered to prevent overcrowding of public areas. Groups to access classrooms directly from outside where possible 					

Commented [AS11]: Amend as necessary depending on whether you are a primary, secondary or specialist setting and stipulate in the situations in which classrooms will remain consistent and where changeover is unavoidable, e.g. in secondary settings, for subjects such as English, maths, languages and humanities, students will remain in their form room and the subject teacher will go to them and for subjects like DT, Science and Art and Design and sport, pupils will be required to go to the specialist areas.

Commented [AS12]: Outline how this has been done, e.g. signage, floor marking, reduced equipment, rules on use of microwaves and fridges, packed lunches, maximum room capacities, other spaces temporarily converted into staff rooms. How do staff know the occupancy of the room at any given time?

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					Propo Timesc date Comple
		<ul style="list-style-type: none"> One-way circulation has been implemented or a divider down the middle of the corridor by keeping to the left to keep groups apart as they move through the building where spaces are accessed by corridors The number persons using the toilet facilities at one time will be limited to ensure that toilets do not become crowded Signs and symbols have been used on walls and floors to mark social distancing, circulation routs, good hygiene practice the location of hand sanitiser To alleviate space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff 					
Spread of coronavirus through Surface contamination	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> As part of an enhanced cleaning regime, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal. As well as having an enhanced cleaning schedule delivered by the school's cleaning staff, the school will adopt a 'clean as you go' policy, in which surfaces such as table tops and resources are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process. Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. To enable the 'clean as you go approach' disinfectant spray and disposable cloths or disinfectant wipes will be made available in teaching spaces, offices and resource centres. Spray bottles of disinfectant will be clearly labelled with their contents, health risks and method of use and kept out of the reach of children. Full details on the safe use of cleaning products can be found in the school's COSHH (Control of substances Hazardous to Health) assessment. 	Moderate	Unlikely	Medium		Sept 2

Commented [AS13]: Clarify how this it to be done, e.g. outline how toilet block have been divided in the school to provide optimal coverage and how toilet visits will be managed, e.g. supervised for primary age children and those with complex needs. Has a maximum number for toilets been arrived at and if so, how would someone know if the toilet is occupied and how many people are currently in it? The same applies to staff toilets.

Commented [AS14]: Schools should link the reader to the revised cleaning schedule for full details and transparency.

Commented [AS15]: Again, link to COSHH assessments

Commented [AS16]: Schools should link the reader to their COSHH assessment for the disinfectant products they will be using. The COSHH assessments should describe the safety measures in place for a product's use, e.g. where it is to be stored and how it is to be kept secure, who has access, who will be using it, what instruction/training has been given, when it will be used, what will it be used on, what dilutions are necessary, how it will be used, what PPE must be worn, what first aid treatment is required in an emergency, do's and don'ts. Up to date Material Safety Data Sheet (MSDS) should be attached with the COSHH assessments. The MSDS will outline the general precautions to take to allow you to produce the COSHH assessment and specify the control measures for the areas mentioned above. The MSDs will also list the chemical compounds in the ingredients, the risks to health and what chemicals it will react with (if any). In the event of a medical emergency, the first aid instructions on the MSDS (reiterated on your COSHH assessment) must be followed and if a hospital visit is necessary, the MSDS should be taken with the casualty so that medical staff can determine the best treatment for chemicals involved. Any spray bottles or containers used to dispense your cleaning products, must be clearly labelled with the name and details of the product it contains.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared. According to the government/DFE guidance, all equipment and resources can now be used. However, the school will reduce clutter and difficult to clean items. Classroom based resources, such as books and games will only be used and shared within bubbles and will be cleaned regularly as with other surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously 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. Outdoor play equipment will not be used by more than one bubble at a time and all outdoor equipment will be regularly cleaned. This would also apply to resources used inside and outside by wraparound care providers. Pupils will be required to limit the amount of equipment they bring into school each day. Bags will not be allowed, but equipment will be limited to lunch boxes, outside clothing (if necessary for younger children) and mobile phones. Teachers will not be allowed to take books and other shared resources home. As with all other shared equipment and resources, these items will be cleaned in between use by different people. The school will consider if it is appropriate to keep doors to classrooms, rooms, corridors and outside open to prevent the need for door handling and touch plates being handled (fire safety procedures will be amended to ensure that doors are closed in the event of an evacuation to prevent the spread of fire). 					
personal hygiene and	staff, pupils,	<ul style="list-style-type: none"> Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands 	Minor	Likely	Medium		Sept 2

Commented [AS17]: Even so, it may be an opportunity for schools to sort through their equipment and resources and remove any that are worn out, no longer fit for purpose, not used etc.

Commented [AS18]: A good principal to apply when deciding what materials and equipment to keep in use, would be to consider how easily dirt and micro-organisms can adhere to them and how easily they can be cleaned. Therefore, resources made of fabric and soft surfaces (such as soft toys), or equipment that has rough or textured surfaces or lots of moving parts/nooks and crannies etc. are going to be the hardest to clean and therefore present the highest risk. These items are not prohibited, but schools may wish to consider reducing the volume of these, controlling how widely they are shared and ensuring they have a particularly efficient means of cleaning them, e.g. washing machine or dishwasher (if compatible). Lower risk materials, which can more easily be cleaned by hand are those with smooth, hard surfaces that can easily be cleaned, such as plastics or even wooden equipment (as long as they are in good condition and do not have things like a raised grain, cracks or knots in them, which could hold onto the virus more easily).

Commented [AS19]: State the frequency, which should be at least between bubbles. For older children in secondary schools it may be appropriate to involve them in the cleaning of equipment after use.

Commented [AS20]: Schools should specify what the cleaning frequency will be, e.g. at beginning and end of the day and between bubbles. What will largely influence the frequency is the school's ability to control the use of the equipment out of hours. If this cannot be guaranteed then cleans at the beginning and/or end of the day will be necessary, but if it can be controlled, ...

Commented [AS21]: Amend list as necessary

Commented [AS22]: In the process of carrying risk assessments for September 2020, many schools will be considering leaving internal doors open to prevent the touching of handles and reduce surface contaminations.

You will need to discuss the implications of doing this with your ventilation contractors and may have to ...

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
handwashing regimes	parents, visitors & contractors	<p>thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.</p> <ul style="list-style-type: none"> Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access. automatic hand sanitiser dispensers are installed by the main hall doors. Sanitiser has been sourced that contains at least 60-95% alcohol to be effective. As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. Help is provided to children and young people who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand sanitiser is used, to prevent hazards such as ingestion. Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) can bring their own skin friendly cleaning wipes or supervised to go to a sink to use soap and water. Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding. The school has been in touch with public sector buying organisation partners to ensure there are sufficient supplies of soap, anti-bacterial gel, disposable towels and cleaning products if needed. Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. 					

Commented [AS23]: Soap and water are still the preference for had cleaning, but sanitiser is convenient and practical and can be very helpful in combating cross contamination. If schools are to use sanitiser, they should explain where and how they will be making it available and where it will be stored, e.g. in classrooms is could be made available dispenser bottles. However, in communal areas, this might not be practical, and wall mounted dispensers might be better. Careful consideration should be given to where these are located to be most effective, e.g. before entering shared areas where there is highest footfall and where the risk of cross contamination between bubbles is highest, e.g. entrances and exits, outside specialist classrooms and learning areas, outside toilets etc.

Commented [AS24]: Specific precisely the procedures in place.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
General Hygiene standards within the building and grounds.	staff, pupils, parents, visitors & contractors	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> Appropriately competent cleaning staff will be employed throughout the school day An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products. Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices. When cleaning, specific attention will be payed to bathrooms and kitchens. Cleaning staff will only be required to wear the PPE that they would normally use for cleaning. <p>Laundry</p> <ul style="list-style-type: none"> Laundry items will be washed as they normally would, according to the manufacturer's instructions. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food. Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade. The school's catering contractors will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and 	Moderate	Unlikely	Medium		Sept 2020

Commented [AS25]: The school specify the cleaning frequency and should link the reader to the school's enhanced cleaning schedule and specify the cleaning products that will be used, referring the reader to the relevant COSHH assessments.

Commented [AS26]: The school may wish to include here the details and frequency of any planned deep cleans and any enhanced cleaning practices provided by contract cleaners, e.g. electromagnetic disinfectant sprays.

Commented [AS27]: The school should specify what the PPE includes.

Commented [AS28]: The school should provide a link to their catering contractor's HACCP for transparency.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>preventative practices (Pre-requisite Programs (PRPs)) and the school will regularly monitor their performance.</p> <ul style="list-style-type: none"> Lunch tables will be thoroughly cleaned with detergent and disinfectant before each staggered lunch group. <p>Bathrooms/Toilets</p> <ul style="list-style-type: none"> Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned. Suitable hand washing facilities will be made available including running water, liquid soap and paper towels or hand driers and will be regularly monitored and re-stocked. <p>Waste</p> <ul style="list-style-type: none"> Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way. 					<p>Commented [AS29]: State who and how</p> <p>Commented [AS30]: State who is responsible and the agreed frequency.</p>
Standards of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the setting or area	staff, pupils, parents, visitors & contractors	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> As a minimum standard, cleaners will wear disposable gloves and an apron. If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) Health Protection Team to advise on this. <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. 	Moderate	Possible	Medium		Sept 2020

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'. The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <ul style="list-style-type: none"> or a household detergent followed by bleach disinfection (1000 ppm av.cl.). <ul style="list-style-type: none"> or if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses Cleaning products will not be mixed together as this can create toxic fumes. The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants with be strictly adhered to Cleaners will avoid creating splashes and spray when cleaning. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below. 					

Commented [AS31]: Specify which of these methods will be applied. Specify the type of disinfectant to be used if not bleach, confirm that it is effective against enveloped viruses and provide a link to the relevant COSHH assessment.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>Laundry</p> <ul style="list-style-type: none"> Items will be washed in accordance with the manufacturer's instructions. The warmest water setting will be used, and items will be allowed to dry completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing. Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below. Anything used for transporting laundry will be cleaned and disinfected following the methodology described above. <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p> <ul style="list-style-type: none"> put in a plastic rubbish bag and tied when full. placed in a second bin bag and tied. 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> o put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste will be stored safely and kept away from children. • It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, waste will be put in with the normal waste • If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste • If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor. 					
Respiratory hygiene and air quality.	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> • Children and adults are encouraged not to touch their mouth, eyes and nose • Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach • Individual bins are provided to pupils and adults with cold symptoms, that are emptied and appropriately cleaned at regular intervals throughout the day. • Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. • Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. • If children/young people or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching coronavirus. If someone has 	Moderate	Likely	Medium	All bins to have lids to control spread of virus. Children will be encouraged not to touch their mouth, eyes and nose but with younger children this will be challenging. All children with a cold and or high fever will be advised to remain at home until well. We will liaise with the EWO and LA to ensure all children that can be in school attend.	Sept 2020

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale date Comple
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>coronavirus and a common cold at the same time it will make it much easier for them to spread the virus.</p> <ul style="list-style-type: none"> • Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively, with recirculated air turned off. • Where mechanical ventilation systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting). • Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation. • Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across people's faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. 					
Travelling to and from work/school on public transport	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> • Parents and children/young people have been encouraged to walk or cycle to their education setting where possible • Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. • Staff, parents and pupils/young people have been advised to observe the mandatory wearing of face coverings/masks when travelling on public transport. They have been advised not to touch their face or mask whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers. 	Moderate	Possible	Low		August 2020

Commented [AS32]: [Use of Air conditioning and ventilation systems during COVID-19](#)

Good ventilation is an important preventative measure against COVID-19, and any other virus for that matter, by ensuring that the air in a building is regularly replaced. A single air change is estimated to remove 63% of airborne contaminants. After 5 air changes, less than 1% of airborne contamination is thought to remain. Even hospitals are recommended to keep ventilation fully on in operating theatres during surgical procedures where patients may have COVID-19 infection.

Advice from REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations), BESA (Building Engineering Services Association) and the CIBSE (Chartered Institute of Building Services Engineers), states that mechanical ventilation is safe to use and will not spread the virus, provided that some adjustments are made to specific systems so that they no longer recirculate air and only allow fresh air in (i.e. outside air).

For instance, some systems recirculate air for heat recovery. The dampers on these systems should be closed off to stop recirculation of used air.

However, any changes to air conditioning and ventilation, its feasibility and any potential adverse effects will need to be discussed with your service contractors on a case by case basis, because systems will vary in their operation.

Ventilation is necessary, and ultimately a well maintained and efficiently running mechanical ventilation system will be more effective than using natural ventilation, e.g. with windows and doors open. This is because a mechanical system will operate in a consistent, uniform way, guaranteeing so many air changes per hour (according to the CIBSE, typically this should be between 5 and 15 depending on the room size and use). Furthermore, fresh air brought in by mechanical systems will be filtered.

Commented [AS33]: If the school decides that doors are to be kept open, then the fire risk assessment must be reviewed. The risk assessment must confirm this and link the reader to the revised fire risk assessment.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Dedicated School Transport, including statutory provision	Pupils Staff Visitors Parents contractors	<ul style="list-style-type: none"> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, the same social distancing requirements expected of passengers on public transport do not apply to dedicated transport. Specific transport bubbles can be formed, if necessary, that are different from school and other bubbles. Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus The school has checked transport risk assessments to ensure every effort has been made to adopt the following principles: <ul style="list-style-type: none"> where possible, children are grouped to reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate (and safe) to do so, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. The wearing of face masks by transport staff if distancing cannot be maintained. 	Please Select	Please Select	Please Select	N/A	August 2020



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					



<p>Those that are clinically vulnerable or extremely clinically vulnerable</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. • The school will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • With the full measures outlined in this risk assessment applied, the risks to other vulnerable groups, i.e. clinically vulnerable, pregnant staff and those on the BAME community, will be mitigated sufficiently to enable most staff in these categories to return to the workplace. • Advice for those who are clinically vulnerable, including pregnant women, has been available. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Individual risk assessments will be carried out for all staff in the vulnerable categories to ensure that existing controls are satisfactory to allow them to return to work and to implement additional protective measures if necessary. • The risk assessment will be completed with the individual to allow any concerns or anxieties they may have to be discussed and to provide reassurance and support. <p>Pupils who are shielding or self-isolating</p> <ul style="list-style-type: none"> • As with staff in vulnerable categories, shielding advice will pause on 1 August and most pupils will be able to return to school • This is subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) over the summer and the school will monitor updates closely in case this advice changes or there is a local outbreak. • This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. • There may be a limited number of cases where some pupils that are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (i.e. they must remain absent until their next planned clinical 	<p>Moderate</p>	<p>Likely</p>	<p>Medium</p>	<p>This will be continually reviewed in line with the latest government guidance to minimise the risk to those that are deemed clinically or extremely clinically vulnerable.</p>	<p>August 2020</p>
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		appointment). The school will accommodate these situations					
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HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. If a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school planned for this eventuality and will be able to immediately offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. <p>Those who are anxious about returning to school</p> <ul style="list-style-type: none"> The school will ensure that support is in place to address the concerns of anyone that is anxious about returning. The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). 					
Use of PPE as a protective measure	Staff and pupils	<ul style="list-style-type: none"> Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items. Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them). 	Minor	Possible	Low		Sept 2020

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Children, young people and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way if a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron 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 (e.g. goggles or a face shield) will also be worn When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. When using face masks, staff will be required to adhere to the following practice: <ul style="list-style-type: none"> cover both your nose and mouth do not allow to dangle around the neck when not in use do not touch once put on, except when carefully removed before disposal change when they become moist or damaged wear once and then discard - hands must be cleaned after disposal <p>Care for children with complex medical needs, such as tracheostomies? There are a small number of medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs).</p>					

Commented [AS34]: The school should specify the type of fluid resistant face mask, and PPE generally, that they have sourced and made available for staff to use in these situations and outline the reasons for its suitability.



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Staff performing AGPs in the school will follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection The respirator required for AGPs must be fitted correctly (known as 'fit testing') by an individual trained to do this. All staff performing AGPs in the school have undergone face fit testing through the local Clinical Commissioning Group or lead nursing team. 					
Lack of awareness of the preventative measures and plans for reoccupation	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency. It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend Parents and young people have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely) 	Minor	Possible	Low		August – Sept 2020

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers 					
		<ul style="list-style-type: none"> Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this Children/young people will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition. 					



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Foreign travel during summer break	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> It has been made explicit to staff and parents and pupils that if they are travelling abroad for the summer holidays, that they will be required to quarantine for 14 days when returning from certain countries. The latest guidance on quarantine coronavirus (COVID-19): how to self-isolate when you travel to the UK has been share with all parties. If families are returning from foreign travel towards the end of the summer break and they are required to quarantine, that they inform the school and they must not return to school until the 14-day quarantine period has finished. staff will need to be available to work in school from the start of the autumn term. Therefore, the school has discussed leave arrangements with staff before the end of the summer term to avoid this occurrence as far as is practicable. Staff who have not followed the guidance may need to take unpaid leave. There is also a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. 	Minor	Possible	Low		July/August 2020
		<ul style="list-style-type: none"> If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home. 					



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak and we will work closely with our local health protection team who will advise if additional action is required. The school will keep their Business Continuity and Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19. Remote education plans will be put in place in the event of another outbreak and an enforced lockdown. In the event of a local outbreak, PHE health protection team or local authority will advise if it is necessary to close temporarily to help control transmission. 	Moderate	Possible	Medium	Advice will be followed by PHE and Hounslow LA.	Sept 2020
Educational Visits	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> The school will not organise any domestic (UK) overnight and overseas educational visits until the DFE advises that it is safe to do so coronavirus: travel guidance for educational settings In the autumn term, the school will resume non-residential domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc.). Trips will be carried out in accordance with all current council trip planning and risk assessment measures in place. Specific protective measures in respect of COVID-19 will remain in place, e.g. keeping children within their consistent group/bubble, enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination. The school will also make use of outdoor spaces in the local area to support delivery of the curriculum. 	Minor	Unlikely	Low		Sept 2020

Commented [AS35]: Link to the school's contingency plans and briefly outline what the likely controls will be, e.g. a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
School Uniform	Pupils Parents	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school will return to its standard uniform policy in the autumn term. The school will monitor pupil non-compliance in line with their revised behaviour policy, but will be mindful of the fact that some families may be experiencing financial pressures and will approach the matter on a case by case basis. 	Minor	Unlikely	Low		August – Sept 2020
Extra-curricular provision	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> The school will resume before and after-school clubs, where possible, from the start of the autumn term as this will aid the wider running of the school when returning to full capacity. The school will consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak for support in planning extra-curricular provision. The school will advise parents to limit the number of different wraparound providers they access, as far as possible. Parents using childcare providers or out of school activities for their children, have been encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place. Parents have been directed to follow guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak 	Minor	Possible	Low		Sept 2020

Commented [AS36]: Amend as necessary and specify the local arrangement decided upon. Schools will need to be flexible and may need to build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

It is recognised that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Specific curriculum related hazards	Staff Pupils	<p>Music There may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting, even when individuals are at a distance, because droplets will travel further.</p> <ul style="list-style-type: none"> The school will consider implementing the following controls to reduce the risk: <ul style="list-style-type: none"> increasing physical distancing playing outside wherever possible limiting group sizes to no more than 15 positioning pupils back-to-back or side-to-side avoiding sharing of instruments ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. The music department risk assessment will be reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls. External music providers, e.g. peripatetic teachers and the music service will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school. <p>Physical Activity</p> <ul style="list-style-type: none"> Pupils will be kept in consistent groups, Sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (This is particularly important in a sports setting because of the way in which people breathe during exercise). External facilities will also be used in line with government guidance as will travel to and from such facilities. 	Moderate	Possible	Medium	Further advice sought from Hounslow Music Service. Music lessons to be enhanced to provide for the loss of class instrumental lessons.	Sept 2020

Commented [AS37]: Provide links to these when available.

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> The school uses the following sources of advice: <ul style="list-style-type: none"> Guidance on the phased return of sport and recreation Guidance from Sport England on grassroot sport Association for Physical Education. Youth Sports Trust The school encourages activities such as active miles, making break times and lessons active and active travel to help enable pupils to be physically active while encouraging physical distancing. The P.E. department risk assessment will be reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls. The school will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. External providers will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school. 					
Behaviour	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> Behaviour and a breakdown of discipline can have a direct and adverse effect on safety and health and the school has therefore updated its Behaviour Policy with new rules, setting clear, reasonable and proportionate expectations of pupil behaviour considering COVID-19. The guidelines at Behaviour and discipline in schools has been referred to in preparation of the policy. The school will communicate these new rules clearly to staff, pupils and parents prior to the beginning of the autumn term, setting out clearly the consequences for poor behaviour, deliberate breaking of the rules and how those rules will be enforced, what sanctions will be in place, and how good behaviour will be rewarded. 	Minor	Unlikely	Low		Sept 2

Commented [AS38]: Provide links to these when available.

Commented [AS39]: Link to these risk assessments when available

Commented [AS40]: Link to policy

Commented [AS41]: It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Schools will need to work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive. Help will need to be provided to enable them to reintegrate back into school life.

Some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors.

Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. Schools will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.



**London Borough
of Hounslow**

HAZARD	AT RISK	CONTROL MEASURES		EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Signed:	John Norton	Assessment Date:	Further action					
Name:	Mr Norton	August 2020	required: No					



COVID-19 Health & Safety Action Plan

RA Ref:	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed: _____ Date: _____

Signed: _____ Date: _____