

Significant Findings of Risk Assessment

Site / Premises: The City of Leicester College	Assessment Carried Out By	Assessment Serial Number: 001 - 22/05/20		
Department: Whole School	Name: Shaun Whiting & Alison Keen	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak. <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Signature:	28.05.20	04.06.20	
	Responsible Manager / Team Leader etc	02.06.20	11.06.2020	KDV and SDW
	Name: Ken Vernon			
	Signature:			

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. <p>Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.</p>		The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.						
What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place		Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)	
Catching / Spreading Exposure from others due to: 1) Living with someone with a confirmed	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. Maintain social distancing (2m separation) See below for Class/Group arrangements. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using the hand driers provided in the toilets.	2	4	8		1-7 SW & KV	11/ 06	

<p>case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving the area.</p> <p>Tissues will be provided for all employees and students. All persons should use a tissue when coughing or sneezing and then place the used tissue in the <i>pedal</i> bin before washing hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. Staff and students will be asked daily and asked to leave. Signage advising not to enter building if unwell is up.</p> <p>Ensure frequent hand washing is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. (Younger children & SEN pupils may need additional support & encouragement for this). Hands should then be dried using hand driers in the toilets.</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary. Signage is being increased and stickers have arrived, being placed by G4S.</p>							
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Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc. **Students are provided with paper and stationery, tissues and cleaning materials to keep at their desks throughout the period to avoid cross contamination.**

Any person with symptoms of COVID 19 (persistent cough, high temperature) or has a positive viral test result for Covid 19 is NOT to attend the School, but should follow Government guidance on self-isolating (for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal). All staff and students in the bubble will be sent home to self-isolate for 14 days unless a test comes back negative. In a letter to all parents and staff. Daily checked prior to entry and signage up to make this clear.

Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them. **Staff have been asked to self identify.**

Parents, contractors, etc. are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment). **All contractors to sign in with G4S and G4S to inform and ensure compliance**

Parents may be informed of the e-learning resources available at e-bug or PHE School Resources to *facilitate* teaching at home. **Will be attached as part of letter to parents/carers.**

A copy of this risk assessment and any safe systems of work must be provided to staff before they start work, and be displayed in school. Staff to sign to say they have read and will comply. **RA to be available on share point, Staff will be emailed and asked to confirm they have read and understood guidance and if unclear will seek advice from Head teacher and failure to adhere to guidance is a breach of H&S and may result in disciplinary action.**

A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced. **Staff will swipe in and out, Registers taken by**

		<p>teachers for students. CLT and support staff will supervise throughout the day.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site. <i>The HR manager will keep records and contact staff regularly</i></p> <p>Clinically Extremely Vulnerable persons (Adults and Children) should not be at work/school and should be shielding themselves in line with Government and medical advice (<i>These persons will have received a letter from their medical support teams explaining this</i>).</p> <p>Clinically Vulnerable Adults should where possible not be at work and should be offered working from home alternatives. Where they are unable to work from home and need to come into the school to work, they should be offered the safest available on-site roles, with the most stringent of controls.</p> <p>Clinically Vulnerable Children should follow medical advice regarding any potential return to school.</p> <p>If a person is living with a Clinically Extremely Vulnerable person, they should only attend school if stringent social distancing can be adhered to, and they can fully understand and comply with these requirements.</p> <p><i>Although persons from the Black community are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p>							
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> Notify the Headteacher and <i>Resources Manager</i> immediately. Avoid touching anything. 	2	4	8		8 SW & KV	11/ 06	

- Go home immediately (Children accompanied by their parent, etc).
- All other persons are to maintain a safe distance from affected individual.
- If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. **Procedures in place with G4S to isolate rooms affected and for G4S to clean after 72 hours. If case is confirmed Professional Cleaners will be hired by G4S and either partial or full closure of school will be required.**
- They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.
- A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.
- The possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate.

Where a member of Staff has helped someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.

		<p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>Isolation Room, Separate toilet and PPE in place</p> <p>(See Action 8)</p>						
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible. Taxi for Alternative provision. Students issued with PPE and guidance</p> <p>Travel by coach etc. is to be minimised, with social distancing practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact. <i>No coach travel will take place</i></p> <p>If possible, wear a face covering on public transport.</p> <p>If using the School transport, this is to be cleaned and disinfected before and after each use (with particular attention being paid to touch points).</p>	3	4	12		9 SW & KV	11/06

		<p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. <p>This guidance to be issued to staff and students during initial contact. Staff and Students to be asked if they require public transport to come into school and them to be timetabled away from peak times where possible.</p>							
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Stop all non-essential visitors (children of staff) entering site. • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact e.g. fingerprint scanners. (Ensure other measures to ensure security are in place where necessary). • Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Sanitise also</i> • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. <i>G4S do not clean telephones and IT Devices, ICT Technicians and Support Staff will clean these</i> • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible <p>Visitors</p>	2	4	8		10 SW & KV	11/06	

		<p>No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>All staff to access and <i>park leaving a gap of a space between vehicles.</i></p> <p>On arrival all staff are required to wash & dry hands or use the sanitiser provided in reception.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed. CLT to supervise drop off and pick up</p> <p>Parents etc are to be reminded not to gather by the School gates etc whilst awaiting their children. This guidance will go out to parents.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there. Access can only be via Reception, Reception to call CLT or G4S if required and if necessary Police will be contacted by CLT</p>								
Contaminati on within Internal Areas	Staff, Pupils, Visitors	It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	2	4	8			11 SW & KV	11/ 06	

	<p>Desks should be as far apart as possible in Primary schools, with the aim of placing them 2m apart, and sitting positions should be side to side and forward facing and not facing each other and be at least 2m apart in Secondary Schools.</p> <p>Communal areas to be organised to allow 2m separation between all persons or pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>In general, class sizes etc. are to be reduced by 50%, with a maximum of 15 pupils per group.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into groups of no more than 15.</p> <p>Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>This number may need to be reduced further if 2m social distancing cannot be achieved.</p> <p>Staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools).</p> <p>For Pre School children in Early Years Settings the EYFS Staffing ratios will still apply.</p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres).</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>All persons are to wash & dry /sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none">• Wash hands on entry.• Use alcohol-based hand sanitiser.• Wash hands every hour.• Wash hands if face is touched.							
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- All hand contact surfaces to be cleaned throughout the day.

Only use cleaning products supplied by the school.

Class Sizes are no more than 6 students. Desks are at least 2m apart and teacher area marked on floor.

Equipment:

Ensure all equipment used is cleaned daily or more often when used. **Students are provided with individual equipment and cleaner**

Staff to Staff interaction;

- Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home.
- Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home.
- No physical contact.
- No close contact activities (2 metre distance).

Activities and resources

- All resources to be cleaned after use (including computers).

Where possible meetings are to be held by remote means, rather than face to face (i.e. video calling). *Teams and Zoom are being used by the school*

Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements **are not compromised.**

Consider fitting Maglocks (magnetic release devices) to doors where appropriate.

Ensure occupied rooms are well ventilated.

Opening windows where possible, or Air conditioning systems fully operational where installed.

Teachers to open windows if required at start of day. G4S will open doors and close on lock up

Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is

		<p>not practicable - but only if the fire safety arrangements of the school are not compromised).</p> <p>There are separate entry and exits, teachers to take students of up to 6 at a time to class and supervise for whole day including escorting safely at end of day.</p> <p>All areas not in use are locked.</p> <p>When walking along corridors or using the stairs all persons are to keep to the <i>left</i> side in order to enhance segregation.</p> <p>Access & exit to classrooms etc should be made by external doors where this option is available. <i>N/A</i></p> <p>Before starting a lesson indoors, consider if it could be carried out outside instead.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned & disinfected after each use. Hands are to be washed & dried or sanitised after using the lift.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately. Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Lidded waste bins are to be provided in each main room to collect used tissues.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>							
Contaminati on in Outdoor Areas	Staff, Pupils	It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	2	4	8				

Areas to be organised to allow 2m separation between all persons or pupil groups. Consider marking out separate areas for each group etc.

Timetables to be reviewed to stagger break times and reduce congestion.

In general, class sizes etc. are to be reduced by 50%, with a maximum of 15 pupils per group.

Vulnerable children and children of critical workers in other year groups should also be split into groups of no more than 15.

Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.

This number may need to be reduced further if 2m social distancing cannot be achieved.

Providing adequate supervision can be maintained, Staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools).

For Pre School children in Early Years Settings the EYFS Staffing ratios will still apply.

These groups are as far as possible to keep to the same areas.

Where possible external play equipment is not to be used. If used, play equipment should be cleaned and disinfected after each use. **The Outdoor Gym is taped off**

Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground. All persons are to practice good hygiene measures at all times.

The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised.

Unnecessary items and equipment are to be removed from the playground and placed into storage as far as is reasonably practicable, to minimise unnecessary contact.

		<p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p> <p>There is no PE at present. Any outdoor activity is to be supervised by the teacher and limited to their class of 6.</p>						
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Only up to 2 staff can use the staffroom / offices at a time • Staff to confirm if they wish to go into school and this will be confirmed by the Headteacher. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases. • No lone working is permitted. • Teaching ratios for the reduced class sizes are to be no more than 1 Teacher for each class of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools). • Try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. <i>G4S responsibility</i> 	2	4	8			
Work planning	Staff, Pupils,	Areas are to be organised to allow 2m separation between all persons or groups. This may require repositioning of desks etc and reduced group sizes (This distance may need to be less in	2	4	8			

	<p>primary classrooms, but the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p> <p>Any use of the Staffroom and offices is also be to staggered.</p> <p>Remote learning to be used as far as possible to limit numbers attending the site.</p> <p>Class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per class/group (and hall & dining room capacities to be reduced by 50%). These numbers may need to be reduced further if 2m social distancing cannot be achieved.</p> <p>Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups, and with social distancing 2m separation as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>If this requires a cap on numbers attending due to space limitations – this is acceptable, but priority for attendance should be given as follows, Children in Priority Groups first. Early Years priority to 3 & 4 year olds. Infants priority to Nursery & Reception. Primary priority to Nursey, Reception & Year 1.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item cleaned & disinfected after each use.</p> <p>Unnecessary items and equipment (including soft furnishings, toys and difficult to clean items) are to be removed from classrooms etc and placed into storage as far as is reasonably practicable, to minimise contact. <i>In place</i></p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should</p>							
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		be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/Risk Assessment, and considering the individual circumstances of each case.							
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>If its' use cannot be prevented, external play equipment is to be cleaned & disinfected after each use.</p> <p><i>See attached cleaning schedule</i></p>	2	4	8				

Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>G4S responsibility</p>	2	4	8				
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>G4S responsibility</p>	2	4	8				

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Posters, sanitising station and handwashing facilities all round the school</p>	<p>2</p>	<p>4</p>	<p>8</p>				
<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>All persons should be required to stay on site once they have entered it and not use local shops etc. <i>In place</i></p> <p>Food and drink should only be consumed in dedicated facilities.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home. (<i>Those pupils receiving free school meals are an obvious exemption</i>).</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p>	<p>2</p>	<p>4</p>	<p>8</p>				

		<p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. (IF, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. Also food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p>At present the school day is shortened and no catering will be provided</p>							
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish lidded bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p>	2	4	8		12 SW & KV	11/06	

		<p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the facilities at any one time to maintain social distancing. e.g. use a welfare attendant.</p> <p>Wash & dry hands before and after using the facilities.</p> <p>Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.</p>							
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside each classroom & meeting room etc. identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. Guidance provided, posters everywhere, screens showing videos and toolbox talks provided on request. Staff delivering sessions will be invited in on 12th June for a walk round and H&S briefing.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment. CLT and AEK will be patrolling and spot checking daily.</p>	2	4	8				
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>The Evacuation procedures are as per normal but staff reminded they are responsible for the students and to take the roll call on the MUGA ensuring line ups are 2m apart in all directions.</p>	2	4	8				

		Practices will take place during the first week,							
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Duty First Aiders to be advised and kept to a minimum</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>First aiders invited in on June 12th for induction.</p>	2	4	8		13 SW & KV	11/ 06	
Additional Measures Identified by TCOLC	<p>Avoidance of contamination from deliveries and student work for marking</p> <p>Ensuring there is adequate supply of PPE and other items</p>	<p>Two parcel boxes for post are located in Reception. These will be changed every 3 days. They will not be emptied until a further 3 days.</p> <p>All large deliveries will be quarantined in the delivery bay for at least 3 days.</p> <p>Large plastic containers will be in Reception for students to place work to be marked. These will be rotated daily and not emptied until 3 days after removal.</p> <p>The school has on order Sanitiser and PPE with ESPO. This won't be delivered until July or August as ESPO are supplying the NHS.</p> <p>The school are using a second approved supplier Knighton Janitorial and have delivered large stocks of Sanitiser and PPE.</p> <p>We have asked Knighton Janitorial to keep us informed of lead in times and they are currently 3 to 5 days.</p> <p>Stock will be monitored daily by AK.</p>	2	4	8				

	<p>Review and Monitoring of Process and Procedures</p> <p>Action for those not following Procedures</p>	<p>The School are meeting weekly with G4S and fortnightly with all PFI stakeholders.</p> <p>The Risk Assessment and Procedures will be reviewed weekly by the Business Manager and Head teacher and others as required.</p> <p>The Resources Manager will maintain a log of daily checks across the whole site.</p> <p>Students will follow a three step process and if unable to behave appropriately will be excluded.</p> <p>Any staff found not to follow procedures will be seen by Head teacher, given additional instruction and if necessary may face disciplinary action.</p>							
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Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

- [Guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Cleaning Guidance
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting
- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>
- [Check if you have coronavirus symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Scoring Table							Risk Scoring Guide				
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.				
HIGH RISK		15-25		Immediate Management Action			Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT	
MEDIUM RISK		9-12		Plan for Change				Critical/Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.	
LOW RISK		1-8		Continue to Manage				Major	4	Death of an employee, service user, member of the public, etc.	
								Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.	
Likelihood	5 Almost Certain	5	10	15	20	25					
	4 Probable /Likely	4	8	12	16	20					
	3 Possible	3	6	9	12	15					

2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)

LIKELIHOOD	SCORE	EXPECTED FREQUENCY
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.