



Blundell's

FOUNDED 1604

RISK ASSESSMENT FOR 'BACK IN SCHOOL' DAYS, JUNE 2020

Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)		DATE: 19/6/20
LOCATION: Blundell's School	<p>MAX NUMBER OF PUPILS:</p> <p>Pupils will be allocated to 'bubbles' of a maximum size of 15 per bubble.</p> <p>For Years 10 & 12, pupil numbers will not exceed 25% of the total Y10 & Y12 cohort, as dictated by government guidance. This equates to a maximum of 47 pupils.</p> <p>For days involving KS3 (Years 7-9), pupil numbers will not exceed 25% of the total cohort. This equates to a maximum of 51 pupils.</p> <p>Figures will be shared with the Local Authority and/or Department for Education, in line with published requirements.</p>	AGE OF PUPILS: Years 7, 8, 9, 10 & 12 (ages 11-17)
PERSON I/C: Matthew Radley		NUMBER OF ADULTS INVOLVED: 35

KEY TO RISK RATING

Likelihood of Harm Rating	+	Severity of Injury Rating	=	Risk Rating	Action required
1 – 2 Most Unlikely	+	1 – 2 Trivial injury/ies	=	1 – 4 Minimal Risk	Maintain control measures
3 – 4 Unlikely	+	3 – 4 Slight Injury/ies	=	5 – 8 Low Risk	Review control measures
5 – 6 Likely	+	5 – 6 Serious Injury/ies	=	9 – 12 Medium Risk	Improve control measures
7 – 8 Most likely	+	7 – 8 Major injury/ies or Death	=	13 – 16 High Risk	Suspend and immediately reconsider the activity

CATEGORIES:

- A: Movement of people around school
- B: Premises
- C: Cleaning and contamination
- D: Staff-related matters
- E: Pupil-related matters
- F: Transport
- G: Communication with parents and others

A: MOVEMENT OF PEOPLE AROUND SCHOOL

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
Entrance to school site, school car park and parents dropping off pupils.	Large groups of people inside school grounds compromising social distancing.	Each bubble has its own designated drop-off point. Drop-off points are located at different points around the school to reduce numbers congregating at any one place. Parents requested to remain in cars at drop-off.	9	Yes	Review drop-off procedure in first week and make alternative arrangements if social distancing not able to be followed.	Yes (6)
Parents gathering at school pick up areas and not social distancing	Large groups of people inside school grounds compromising social distancing.	As Above	9	Yes	As Above	Yes (6)
Pupils using classrooms and corridors	Overcrowding in classrooms and corridors	Bubbles are kept to maximum recommended size of 15 pupils. Bubbles placed in different bases around the school to avoid mixing between bubbles, and to avoid overcrowding of areas of the school site.	8	Yes	Pupils will be spoken to on first day to clarify protocols and procedures. Staff will be on duty during breaks and	Yes (4)

		Within bases, pupils will be split across classrooms when working to ensure no more than eight pupils per classroom.			lunches to monitoring situation. Daily reminders will be given to all pupils and staff within school.	
Break time areas used by pupils	Increased numbers during breaks, compromising social distancing	Each bubble will have its own allocated area for break time, ensuring that there is no mixing between bubbles and pupil numbers are kept low.	4	Yes	Situation will be monitored, and staggered break times considered if necessary.	Yes (2)
Lunch time procedure	Increased numbers during lunchtime, compromising social distancing.	Each bubble will have its own allocated area for break time, ensuring that there is no mixing between bubbles and pupil numbers are kept low. Pupils bring in packed lunches to eat at their base, meaning no 'central' dining facility required.	4	Yes	Eating outside if weather permits.	Yes (4)
Movement in building	Spread of virus due to increased numbers of people within the building.	Small bubble sizes, and distribution of bubbles widely across the site, means that there will be limited numbers of pupils inside school buildings at any one time. Wherever possible pupils will be encouraged to take breaks and lunch outside.	4	Yes		Yes (4)

Use of classrooms	Inadequate social distancing measures and shared use of equipment, leading to spread of the virus.	Bubbles should be kept together, and no mixing between bubbles permitted. As far as possible, the same tutors will meet with their tutor groups each week to limit mixing with different teachers.	4	Yes	Regular reminders to pupils about the need to maintain social distance, and not to share equipment.	Yes (4)
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B: PREMISES

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
First Aid procedures	Reduced numbers of first aiders.	<p>MRJR will oversee all matters relating to First aid, working in conjunction with the Senior Nurse. First Aid trained staff will be available on site at all times. The Senior Nurse will be on call for advice in the event of a more serious incident.</p> <p>Staff will make decisions on first aid needs of pupils and if injury/ailment requires plasters, ice packs, cleaning. MRJR will be available to help with these decisions if necessary.</p> <p>Should a child show symptoms of Covid-19, their parents will be immediately contacted and they will be asked to collect them. While they are awaiting collection, they will be placed in the FOBS Café away from others.</p> <p>We shall also follow the Government and local authorities Babcock guidelines as set out in this risk assessment and our</p>	8	Yes		Yes (6)

		own operational plan outlining procedures and protocols to follow after a suspected case of Covid-19 in our community.				
Fire Procedures	Injury and damage caused by fire.	<p>Fire risk assessments have been reviewed to take into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Fire evacuation routes and assembly points have been reviewed to ensure that social distancing guidelines are being met. Assembly points for each bubble clearly communicated to staff.</p>	4	Yes		Yes (4)
Water hygiene – management of legionella	Sickness	The water hygiene management plan has been reviewed. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government	2	Yes		Yes (2)

		<p>guidance https://www.gov.uk/government/publications/managing-school-premisesduring-the-coronavirusoutbreak/managing-school-premiseswhich-are-partially-open-during-thecoronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown))</p>				
Using and monitoring new practices to reduce risk of Covid-19 transmission	Contracting virus and becoming ill or passing on virus to others	<p>Clear communication all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, and protocol for suspected cases.</p> <p>Regular communication with staff involved, and clear guidance and protocols to be given in writing to staff involved.</p>	4	Yes		Yes (2)
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Illness	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed	2	Yes		Yes (2)
Staff rooms and offices to comply with social distancing and safe working practice	Inadequate social distancing measures leading to spread of the virus.	Low numbers of staff in school at any one time will lessen use of staff communal areas. Staff to remain with their own bubbles and not mix outside	4	Yes		Yes (2)

		<p>these.</p> <p>Staff reminded to avoid large gatherings, and to avoid sharing of facilities.</p>				
Windows and doors	Lack of ventilation	<p>To reduce potential spread, open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.</p> <p>Ventilation to chemical stores should remain operational.</p>	2	Yes		Yes (2)
Management of Waste	Spread of Virus	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow guidance on disposal of waste (such as used fluid resistant masks) https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe#how-should-ppe-andface-coverings-be-disposed-of</p> <p>Two set cleaning times during day.</p> <p>During lunch 'light' by porters of door handles, and communal high use areas, dinner tables and chairs. After school 'deep' clean carried out by cleaning staff. Anti-viral fog bombs used weekly in high use areas.</p>	4	Yes	<p>Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes. Waste should be safely and securely stored away from children. Warning signage should be</p>	Yes (4)

					made available.	
Activities to take place outdoors in line with social distancing.	Spread of virus more likely in doors	Wherever possible, afternoon activities will take place outdoors, following guidance and protocols as set out in their own relevant Risk Assessments.	2	Yes		Yes (2)

C: Cleaning and Reducing Contamination

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
All surface areas within school.	Contaminated surfaces spreading virus.	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe	10	Yes	See Appendix 1: Cleaning Risk assessment provided by Ian Barnes	Yes (4)
Cleaning procedures for cleaning staff	Working in close proximity to others Contracting and transmitting virus	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe	10	Yes	See Appendix 1: Cleaning Risk assessment provided by Ian Barnes	Yes (4)

	Children, visitors, employees, contractors	ations/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-innon-healthcare-settings .				
Sufficient handwashing facilities for staff and pupils	Spread of Virus	Each bubble has its own allocated toilet with sink, and pupils will be reminded to was their hands at regular intervals. Hand Sanitiser will be made readily available at all areas in use around the school.	8	Yes		Yes (4)
Sufficient supplies of soap and cleaning products	Spread of Virus	Sufficient supplies and deliveries are in place. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.	4	Yes		Yes (4)
Toilets	Being overcrowded	Pupils to visit toilets one at a time.	10	Yes	Staff to monitor and ensure 'one at a time' rule if necessary.	Yes (4)

D: Staff-related Issues

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
Filling out Risk assessments	Inadequate training for person on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA.	2	Yes		Yes (2)
Staffing issues	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice.</p> <p>Staff given clear option not to come into school if they do not feel comfortable doing so.</p>	6	Yes	MRJR to monitor staff morale and anxiety, and take action if/where appropriate.	Yes (4)

<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment Accessing testing arrangements are clear for all staff</p>	<p>Misinformation / misunderstanding information</p>	<p>Talk to staff about the plans (for example, social distancing requirements, different drop-off/pick-up points), including discussing whether training would be helpful. Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirustest</p>	<p>6</p>	<p>Yes</p>	<p>MRJR to monitor staff morale and understanding of key points, and take action if/where appropriate.</p>	<p>Yes (4)</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>Spread of Virus</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p>	<p>10</p>	<p>Yes</p>	<p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a</p>	<p>Yes (6)</p>

					supply is maintained. https://www.gov.uk/government/publications/safeworking-in-educationchildcare-and-childrensocial-care/safeworkingin-education-childcareand-childrens-social-caresettings-including-the-useof-personal-protectiveequipment-ppe	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Staff /family member becoming ill or spreading the Virus	A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'DCC Covid -19 vulnerable groups risk assessment' document https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8IWQJdGmL4VP4qrdcQB7zfi7qMSSdDt6Nobjf_kYw?e=AyIGOOQ along with DCC 'Managers Guide to Supporting BAME colleagues' Guidance on shielding and	10	Yes	Staff informed by MRJR that they should not come in if they did not feel comfortable returning to school at this stage.	Yes (4)

		<p>protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-socialdistancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.</p>				
Staff use of PPE	Spread of Virus / Lack of understanding	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-educationchildcare-andchildrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protectiveequipment-use-for-non-</p>	10	Yes	<p>Adhere to and consult Operational procedures and protocols.</p> <p>Take guidance from Prep School if necessary, as they have extensive experience of intimate care.</p> <p>Please note – no pupils coming into school are</p>	Yes (4)

		aerosolgenerating-procedures and above guidance on use in education settings.			expected to require intimate care in any way of form.	
Dealing with suspected and confirmed cases / cases	Spread of Virus and upset amongst school community	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19implementing-protective-measures-ineducation-and-childcaresettings/coronavirus-covid-19implementing-protective-measures-ineducation-and-childcare- settings#whenopen</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)

E: Pupil-related Issues

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
Vulnerable groups who are clinically, extremely vulnerable.	Spread of Virus	Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19/covid-19guidance-on-protecting-people-mostlikely-to-get-unwell-from-coronavirusshielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
Children with EHCP	Additional vulnerabilities	Complete risk assessment before attendance	4	Yes	Please note - No pupils attending who have EHCP	Yes (4)
Pupils unable to follow guidance	Breaking procedures / protocols	Tutors and Houseparents responsible for managing behaviour of pupils. MRJR always on site to help with any problem and or concerns amongst staff and pupils. MRJR will also liaise directly with Parents if necessary.	4	Yes		Yes (4)

<p>Member of a bubble becoming unwell with COVID-19</p>	<p>Contracting virus/further spread of virus. Upset of individual, bubble, staff and family members</p>	<p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. FOBS Café is the room allocated for this purpose.</p>	<p>4</p>	<p>Yes</p>	<p>Adhere to and consult Operational procedures and protocols.</p>	<p>Yes (4)</p>
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F: Transport

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
Travel to school and provision of safe school transport:	Spread / contracting virus	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services. Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/vehicles	10	Yes	No school transport will be provided. Pupils will be transported to school by parental car, by foot or by bike.	Yes (2)

G: Communication with parents and others

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (Step 7)
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Lack of information	Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre- arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.	4	Yes	Adhere to and consult Operational procedures and protocols. Signage placed around school site and in car parks	Yes (4)
Suppliers understanding and complying with new arrangements	Lack of information	Consider arrangements with suppliers and, if appropriate, deliveries to be arranged for quiet times or outside school hours	4	Yes	Office / Ian Barnes/ Bursary to liaise with outside companies	Yes (4)
Communications to parents and staff	Lack of or misunderstanding information	Regular communications from school office, MRJR and BWI	2	Yes	Regular communications with parents through school's lines of communication	Yes (2)

Parental concerns	Parent aggression due to anxiety and stress.	Tell parents 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) to reduce anxiety.	2	Yes	Adhere to and consult Operational procedures and protocols. School office to give parents regular updates and any necessary information details.	Yes (2)
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SIGNATURES, AUTHORISATION AND REVIEW

Signed (Person I/C): Matt Radley	Date: 19 th June 2020
Signed (The Head): Bart Wielenga	Date: 19 th June 2020
Approved (On behalf of the Governing Body): Cedric Clapp	Date: 19 th June 2020
A COPY OF THIS RISK ASSESSMENT MUST BE KEPT BY THE PERSON I/C AND HEAD MASTER, AND SHARED WITH ALL GOVERNORS, STAFF AND PARENTS AS APPROPRIATE. Review schedule – Weekly by the School’s Executive team during the Covid-19 outbreak and until advised differently by Government.	

Next Review: 21/06/2020 Summary of any changes made Signed: _____ Date: _____
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APPENDIX 1: CLEANING RISK ASSESSMENT

Risk Assessment: Covid 19 – Cleaning Operations – Senior School

Department/working area:	All sites	Assessment Ref:	RA127-2020	HIGH = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. MEDIUM = BROKEN LIMBS, SPRAINS, SERIOUS CUTS LOW = MINOR CUTS AND GRAZES, VERY LOW RISK SSOW = SAFE SYSTEMS OF WORK
Persons involved:	1+	Assessor name:	Ian Barnes	

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Cleaning Areas	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Staff to use trigger sprays and surface wipes that have been issued for personal areas such as phones, keyboards, desks etc.</p> <p>Try to use isolated areas and avoid hot desking, moving between classrooms, sharing keys etc.</p> <p>Where possible keep out of use areas locked off so that cleaning is concentrated in areas of use.</p> <p>Staff need to be aware of social distancing requirements of 2m between people. Additional care must be taken around children who will find social distancing difficult to comprehend.</p> <p>Signage at entrance points will inform staff, pupils and visitors of the measures in place which will include staggered start times and break times to reduce mass movements, reduced movement on site (between classrooms for example), smaller class sizes, spacing between desks, one way systems along corridors, delivery</p>	Low	Cleaning and Teaching staff

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>points etc.</p> <p>Cleaning staff will access classrooms during lunch breaks and in the evenings when they are not in use by pupils.</p> <p>Note that where possible classrooms will be used until lunch break has finished. These areas will then be vacated, cleaned and locked. Personal belongings will be stored in central areas and collected from those areas. Classrooms will not be re-entered on that day.</p> <p>Cleaning staff will access communal areas either outside school hours or during the school day to ensure that bins are emptied and soaps, sanitisers and hand towels are stocked. Use signage to close areas off if necessary.</p> <p>Cleaning staff will generally work alone in designated areas.</p> <p>Cleaning processes will need to include outside areas and play equipment (surface contact sprays)</p> <p>Comprehensive communication to staff, parents, pupils and visitors explaining the situation and control measures.</p>		
Cleaning staff	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Staff or children living with people who are clinically extremely vulnerable are not allowed to attend school.</p> <p>Staff, pupils, contractors and visitors to follow government guidance and not attend site if they exhibit symptoms or live with people who exhibit symptoms</p>	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>of the virus.</p> <p>Staff may be required to work with and report to a different team leader (work teams will be split so that the number of people that an individual comes into close contact with is reduced).</p> <p>If staff are exhibiting symptoms they should be sent home immediately. They must self isolate for 7 days. They should arrange for a Covid test at their nearest Covid test Centre as soon as possible. All staff that share accommodation or who have worked closely with the person should start to self isolate for a period of 14 days and attend testing as required. If the person tests negative they can return to work as soon as they feel well enough. All of their immediate family, people sharing their household and close contacts can also return to work. If the person tests positive they must stay off work for at least 7 days or until the symptoms have gone. If they are showing no symptoms after this time other than a cough and loss of taste, they may return to work.</p> <p>Staff must use hand washing facilities regularly, wash for at least 20 seconds each time and use hand sanitiser.</p> <p>Hand sanitisers will be made available throughout the building (on corridors and communal areas such as dining halls).</p> <p>Staff should use good respiratory hygiene (catch it, kill it, bin it).</p> <p>Shift patterns may be altered to avoid</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>arriving and using facilities at the same time. This may involve working altered shift times to avoid busy periods.</p> <p>Staff may be assigned to separate mess facilities for breaks.</p> <p>Where possible work areas should be well ventilated and during the pandemic it is permitted to hold fire doors and external doors open with due regard to safeguarding. However, door chocks must be removed when the building is not in use (at the end of the day).</p> <p>Regular meetings with supervisors to discuss concerns, PPE, regimes etc are very important.</p>		
Cleaning procedures	Decontamination of areas	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Only essential rooms will be used and unnecessary teaching resources removed to reduce cleaning load and time.</p> <p>Cleaning will be increased to two cleans of classrooms and communal areas (including toilets, corridors, doors, assembly/dining halls etc) per day.</p> <p>Cleaning will include all hard surfaces (firstly with soap and warm water before using specialist cleaning products (at least 1000ppm av.cl)), including tables, computers, chairs, floors, doors and windows with antiviral disinfectant. Note that for general cleaning reusable cloths can be used then stored for 72 hours after each day of use and then laundered at a temperature of greater than 60 degrees before re-use. Disposable</p>	Low	Cleaning supervisor, teachers and grounds staff.

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>cloths should be used on high risk areas such as for bodily fluids and toilet areas.</p> <p>Once surfaces have been cleaned at the end of the day, anti viral “vapour bombs” or lance disinfectant spray will be used in classroom areas. Desks should be clear of paperwork to prevent damage from the spray and for the spray to settle on hard surfaces. These disinfect all surfaces such as pencils, pens and teaching resources.</p> <p>Anti viral mist “bombs” will be used in communal areas such as halls in the evenings.</p> <p>Site caretakers/porters/grounds staff will use spray disinfectant daily on playground equipment such as outdoor cricket stumps, table tennis tables etc. Where recreational activities are organised (such as touch rugby, archery, croquet and tennis), these will be individually risk assessed. Adequate disinfectant will be supplied at the activity for users to disinfect apparatus. Disinfectants will be supplied for sports equipment and this will be refreshed regularly.</p> <p>Special attention needs to be paid to bathrooms, grab rails, door handles, stairwells and corridors.</p> <p>Upholstered areas such as fabric seats should be steam cleaned if there is a confirmed spillage of bodily fluid.</p>		
Personal Protective Equipment	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	In normal classroom situations staff are issued aprons/washable uniform and gloves.	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>In areas where there is potentially heavy contamination such as bathrooms staff are issued with gloves, apron/washable uniform, face visor and face mask.</p> <p>Training should be given on safe fitting of face masks.</p> <p>PPE must be worn where issued.</p> <p>When laundering washable uniform do not shake it and wash it at the highest permitted temperature that is allowed by the manufacturer.</p>		
Waste	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes.</p> <p>Waste should be safely and securely stored away from children.</p> <p>Warning signage should be made available.</p>	Low	Porters

NOTES/REMINDERS: The response to the pandemic is a constantly changing situation with regular updates on best practice. It is apparent that you children are low risk of transmitting the virus. This advice is based on the following best practice guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

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

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Assessor Name:	Ian Barnes	Initial Assessment Date:	13/05/2020
Staff signature:		Review Date:	03/07/2020

APPENDIX 2: MAINTENANCE RISK ASSESSMENT

Risk Assessment: Covid 19 – Maintenance Tasks

Department/working area:	All sites	Assessment Ref:	RA125-2020	HIGH = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. MEDIUM = BROKEN LIMBS, SPRAINS, SERIOUS CUTS LOW = MINOR CUTS AND GRAZES, VERY LOW RISK SSOW = SAFE SYSTEMS OF WORK
Persons involved:	1+	Assessor name:	Ian Barnes	

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Work Areas	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Management should contact the householder prior to commencement and throughout the work to ensure that no one within the property is exhibiting symptoms of the virus.</p> <p>Staff to use trigger sprays and surface wipes for personal areas such as vehicles, phones, keyboards, desks etc.</p> <p>Try to use isolated work areas and avoid hot desking, moving between vehicles, sharing keys etc.</p> <p>Where possible keep out of use areas locked off so that cleaning is concentrated in areas of use.</p> <p>Staff need to be aware of social distancing requirements of 2m between people. Additional care must be taken around children who will find social distancing difficult to comprehend.</p> <p>Where two staff are working in close proximity for tasks such as lifting heavy items or fitting glass, use gloves, face</p>	Low	Work supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>masks and eye protection.</p> <p>Signage at entrance points will inform staff, pupils and visitors of the measures in place which will include staggered start times and break times to reduce mass movements, reduced movement on site (between classrooms for example), smaller class sizes, spacing between desks, one way systems along corridors, delivery points etc.</p> <p>Define work areas with other building users in advance so that they can avoid interaction and ensure spacing.</p> <p>Clean areas and keep the site tidy.</p> <p>Clean all surfaces, handles, glazing etc once work has been completed.</p> <p>Use signage to close areas off if necessary.</p> <p>Maintain social distancing when accepting deliveries.</p> <p>Comprehensive communication to staff, parents, pupils and visitors explaining the situation and control measures.</p>		
Maintenance staff	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Travel to work alone or with a member of your household.</p> <p>Staff may be required to work with and report to a different team leader (work teams will be split so that the number of people that an individual comes into close contact with is reduced).</p> <p>Staff or children living with people who</p>	Low	Manager

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>are clinically extremely vulnerable are not allowed to attend work.</p> <p>Staff, pupils, contractors and visitors to follow government guidance and not attend site if they exhibit symptoms or live with people who exhibit symptoms of the virus.</p> <p>If staff are exhibiting symptoms they should be sent home immediately. They must self isolate for 7 days. They should arrange for a Covid test at their nearest Covid test Centre as soon as possible. All staff that share accommodation or who have worked closely with the person should start to self isolate for a period of 14 days and attend testing as required. If the person tests negative they can return to work as soon as they feel well enough. All of their immediate family, people sharing their household and close contacts can also return to work. If the person tests positive they must stay off work for at least 7 days or until the symptoms have gone. If they are showing no symptoms after this time other than a cough and loss of taste, they may return to work.</p> <p>Staff must use hand washing facilities regularly in the maintenance workshop, wash for at least 20 seconds each time and use hand sanitiser.</p> <p>Staff should use good respiratory hygiene (catch it, kill it, bin it).</p> <p>Shift patterns may be altered to avoid arriving and using facilities at the same time. This may involve working altered shift times to avoid busy periods.</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Staff may be assigned to separate mess facilities for breaks.</p> <p>Where possible work areas should be well ventilated and during the pandemic it is permitted to hold fire doors and external doors open with due regard to safeguarding.</p> <p>Regular meetings with supervisors to discuss concerns, PPE, regimes etc are very important.</p>		
Cleaning procedures	Decontamination of areas	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Avoid using unnecessary areas and equipment to reduce cleaning load and time.</p> <p>Cleaning will be increased to include vehicles and hand held equipment.</p> <p>Cleaning will include all hard surfaces (firstly with soap and warm water before using specialist cleaning products (at least 1000ppm av.cl)), including frames, floors, doors and windows with antiviral disinfectant. Note that disposable cloths should be used.</p> <p>Special attention needs to be paid to bathrooms, grab rails, handles, frames, glazing, stairwells and corridors.</p> <p>Upholstered areas such as fabric seats should be steam cleaned.</p>	Low	Works supervisor
Contractors	Transfer of Virus	Contracting and transmitting virus	Children, visitors, employees, contractors	Medium	<p>Generally, specialist services are pre arranged with approved contractors. Services include catering equipment, Fire Alarms, Lifts, Alarms etc.</p> <p>Contractors to provide amended risk</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>assessments before coming to site and these will include pre site contact to confirm that both parties are free of Covid19 symptoms.</p> <p>Site protocols to be observed ref hygiene and PPE.</p> <p>Where possible contractors do not access areas where pupils are being taught. Initial use of limited (pods) for years 10 and 12 on Tuesdays and Wednesdays. Maintenance will be arranged in those areas and outside those times/days unless absolutely essential.</p> <p>Cleaning procedures to be followed as part of maintenance work.</p>		
Personal Protective Equipment	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>In normal situations staff are issued aprons/washable uniform and gloves.</p> <p>In areas where there is potentially heavy contamination such as bathrooms staff are issued with gloves, apron/washable uniform, face visor and face mask.</p> <p>Training should be given on safe fitting of face masks.</p> <p>PPE must be worn where issued.</p> <p>When laundering washable uniform do not shake it and wash it at the highest permitted temperature that is allowed by the manufacturer.</p>	Low	Works supervisor
Waste	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes.</p>	Low	Works supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					Waste should be safely and securely stored away from children. Warning signage should be made available.		

NOTES/REMINDERS: The response to the pandemic is a constantly changing situation with regular updates on best practice. This advice is based on the following best practice guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

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

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

<https://www.fmb.org.uk/about-the-fmb/policy-and-public-affairs/restarting-building-work-a-guide-for-members/#communication>

Assessor Name:	Ian Barnes	Initial Assessment Date:	13/05/2020
Partner signature:		Review Date:	03/07/2020