

Status:	Draft: Subject to Trade Union consultation		
School/Academy:	RALEIGH LEARNING TRUST – HEAD OFFICE	Date of assessment	21/05/2020
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	9

“From the week commencing 1 June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups.

Each setting’s circumstances will be slightly different. Any setting that cannot achieve...small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:

- early years settings - 3 and 4 year olds followed by younger age groups
- infant schools - nursery (where applicable) and reception
- primary schools - nursery (where applicable), reception and year 1

Source: [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) (12th May 2020)

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	<ul style="list-style-type: none"> • This completed risk assessment is shared with staff. Signatures are obtained. 	N	Document to be shared by 22/05/2020	L
	<ul style="list-style-type: none"> • Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and the identify additional touch points. 	Y	The document will be reviewed weekly with staff involvement.	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> • The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder. 	Y	Office will be locked and accessed via fob or door release	L

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Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> • Staff and pupils who report the following symptoms remain at home for 7 days. Their household members must remain at home for 14 days: <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. • Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus. • The following information is shared with staff and pupils: All staff and pupils who are attending a school will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the pupil tests positive, the rest of their class or group within their childcare or education setting are sent home and advised 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. 	Y	Staff are aware of the regulations and this will continue to be reviewed as government advice is issued	L
	<ul style="list-style-type: none"> • Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus. 	Y	All arrangements are undertaken by appointment only and the Ambleside RA protocols will be adhered to.	
	<ul style="list-style-type: none"> • The following information is shared with staff and pupils: All staff and pupils who are attending a school will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the pupil tests positive, the rest of their class or group within their childcare or education setting are sent home and advised 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. 	Y	All arrangements are undertaken by appointment only and the Ambleside RA protocols will be adhered to.	
Reducing the number of persons	<ul style="list-style-type: none"> • Staff work from home if they can – they only travel to work when they absolutely cannot work from home. 	Y	Arrangements for flexible working have been discussed and are already in force.	L

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Reducing the number of persons on site	<ul style="list-style-type: none"> Contractors undertaking statutory testing and emergency repairs are permitted on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed when they are indoors on site. 	Y	The office will use the Ambleside protocols.	
	<ul style="list-style-type: none"> Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend. 	N/A		
	<ul style="list-style-type: none"> Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). 	N/A		
	<ul style="list-style-type: none"> Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit. 	Y	All visits are arranged by appointment and access to the building will follow the Ambleside RA.	
	<ul style="list-style-type: none"> Peripatetic visitors who would closely mix with staff and pupils are avoided if possible as there is a greater risk of contracting and transmitting Covid-19 to multiple schools. If allowed in school, school photographers will need to follow strict social distancing and hygiene guidelines. 	N/A		
	<ul style="list-style-type: none"> Volunteers are not re-engaged unless essential. 	N/A		
	<ul style="list-style-type: none"> Governor visits are cancelled and meetings held virtually. 	Y	All meetings are already and will continue to take place virtually and this also applies to Trustee meetings and sub-committee meetings.	
	<ul style="list-style-type: none"> Parent evenings are cancelled. 	N/A		
	<ul style="list-style-type: none"> School performances are not held unless they are filmed and recorded or live streamed (parental permission required). 	N/A		

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	<ul style="list-style-type: none"> Sports days <i>could</i> be held if parental access is not via the school building, and strict social distancing of parents/careers and pupils within their group bubble is guaranteed on the school field or playground. Hygiene will need to be considered with any equipment. 	N/A		
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Staff and pupils in the “clinically vulnerable” and “clinically extremely vulnerable” categories have been identified. Staff and pupils living with someone in the “clinically vulnerable” and “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. 	N	<p>Re pupil groups – this is N/A</p> <p>Staff clinically vulnerable and clinically extremely vulnerable have been identified including those who live with someone in both groups.</p> <p>Individual staff RA’s have been completed for those staff identified as CV. Where staff are grouped as CV and are also BAME, this has been factored into the RA and there is recognition of a potential heightened risk given the research available.</p> <p>Where BAME staff have concerns regarding risks to their health they are able to discuss this with their Line Manager who may agree suitable adjustments.</p>	L

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	<ul style="list-style-type: none"> • Guidance is strictly followed for “clinically vulnerable” and “clinically extremely vulnerable” groups of staff, pupils and those that have household members in these categories. Individual risk assessments have been completed for: <ul style="list-style-type: none"> ○ Staff in the clinically vulnerable category ○ Staff who have household members in the extremely vulnerable category ○ (Staff in the extremely vulnerable category will be shielding at home and therefore no risk assessment is required) 	Y	<p>Re pupil groups this is N/A</p> <p>Guidance for the clinically vulnerable and clinically extremely vulnerable groups of staff has been adhered to.</p> <p>Individual risk assessments have been completed for staff members in the clinically vulnerable groups and where staff are living with those in the extremely clinically vulnerable group.</p> <p>Those staff who are in the clinically extremely vulnerable group have been asked to remain at home and are only available for home working. This will be reviewed wef 30.06.20 pending Government guidance.</p>	
School Visits	<ul style="list-style-type: none"> • All school off-site visits are cancelled apart from those in the immediate locality (Category A venues). Indoor visits are allowed where strict hygiene procedures are followed and social distancing can be maintained at the venue. Outdoor visits (allotments, parks) are encouraged. 	N/A		
Undertaking CPR	<ul style="list-style-type: none"> • The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings 	N/A	Office staff use the Ambleside first aiders and Ambleside protocols apply.	

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Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they are sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they are moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	<p>Staff will be asked to leave and return home. They should inform their line manager accordingly.</p> <p>Staff are aware of the requirement for testing where they may self-refer or request the trust to do so on their behalf.</p>	
	<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	Y	<p>Staff are aware of the washing protocols. The Ambleside protocols for cleaning will be followed.</p>	

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	<ul style="list-style-type: none"> 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 schools and other settings on the most appropriate action to take. A larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 	Y	Ambleside protocols to be followed.	
Hygiene	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities Early Years: after using wheeled bikes, trikes and other large, movable toys Before cooking and eating After sneezing or coughing After using the toilet Before leaving home Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths. Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. 	Y	Staff are aware of the handwashing protocols.	
		N	Posters are to be placed the office by 22/05/2020.	
		Y	Hand sanitizer and antiseptic wipes are in the office for individual use.	

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	<ul style="list-style-type: none"> Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units 	Y	Ventilation is adequate for the office and in use.	
	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, certain medical procedures and in the event that someone becomes symptomatic on site. Reference <p>Training and instruction have been provided for the putting on, removing and disposal of PPE.</p> <p>Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</p>	N/A		
	<ul style="list-style-type: none"> Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place. 	Y	Lidded bin is in the office	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p>	Y	Lidded bin is in the office	

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	<ul style="list-style-type: none"> Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. 	N/A		
	<ul style="list-style-type: none"> Sufficient ongoing cleaning in areas occupied by staff and pupils. (Areas that are not occupied can be secured and cleaning does not need to take place in these areas for infection control purposes). Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. These include toys, books, desks, chairs, door handles and push plates, sinks, toilets, light switches and bannisters. The frequency of necessary cleaning has been identified. 	Y	Antiseptic wipes are available in the office.	
	<ul style="list-style-type: none"> Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, in the event a pupil has sneezed nearby to an item or dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. 	N/A		
	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use. 	N/A		
	<ul style="list-style-type: none"> Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere. 	N/A		
	<ul style="list-style-type: none"> Activities are avoided which involve passing items around a class. The sharing of stationery, books and other resources and equipment is avoided where possible. Consider labelling items with pupil's names. 	N/A		

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	<ul style="list-style-type: none"> Shared materials and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books. The amount of shared resources that are taken home are limited and exchange of take-home resources between children, young people and staff is limited. Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	<p>Y</p> <p>N/A</p> <p>N/A</p> <p>Y</p>	<p>Staff have their own equipment</p> <p>Staff have their own personal drinking cups and disposable cups are available for visitors as a choice.</p>	
Touchpoints	<ul style="list-style-type: none"> Create a list of touch points and surfaces that will receive regular cleaning. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels. Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. Consider whether drinking fountains need to be taken out of action. 	<p>Y</p> <p>N/A</p> <p>Y</p> <p>N/A</p>	<p>Ambleside RA to be used</p> <p>Staff use Ambleside's protocols.</p>	

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Contracting / transmitting Covid-19 – Social Distancing- The “Bubble” Model				
<p>Principles:</p> <p>“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.</p> <p>You should, therefore, work through the hierarchy of measures set out in implementing protective measures in education and childcare settings:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</p> <p>Source: DfE Planning guide for primary schools</p>				
Parents and pupils travelling to school	<ul style="list-style-type: none"> • Parents/carers and pupils are encouraged to walk or cycle to the school where possible. 	N/A		
Drop off and Collection arrangements	<ul style="list-style-type: none"> • Drop-off and collection times are staggered. Specific arrangements are determined where parents/carers have children in different year groups. 	N/A		
	<ul style="list-style-type: none"> • Parents/carers’ drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are advised not to congregate in groups on, or directly outside the school premises. 	N/A		
Transport to School	<ul style="list-style-type: none"> • Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Ref: Coronavirus (COVID-19): safer travel guidance for passengers 	N/A		
Foyer / Reception	<ul style="list-style-type: none"> • Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage. 	Y	Main office is restricted to the Head office staff hub. Access to the CEO, meeting room and CFO’s office is accessible via alternative routes.	

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	<ul style="list-style-type: none"> • Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number in the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed. 	N/A		
	<ul style="list-style-type: none"> • Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. 	N/A		
Office	<ul style="list-style-type: none"> • Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals. 	Y	Flexible working arrangements are in place. Staff have been advised to avoid arriving and leaving during drop off and pick up times. This will be reviewed as part of Ambleside's RA review.	
	<ul style="list-style-type: none"> • The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. 	Y	All desks are a minimum of 6 feet apart	
Staff Room	<ul style="list-style-type: none"> • Staff can continue to use the staff room if they apply the same social distancing measures: <ul style="list-style-type: none"> ○ Identify seating that can be used 2 metres apart. Tape off other seating. ○ Stagger staff breaktimes ○ Instruct staff not to congregate at the kitchen area. 	Y	Ambleside RA protocols will be followed.	
	<ul style="list-style-type: none"> • Notices promoting hand hygiene and social distancing are visibly placed in the staff room. 	Y	Ambleside RA protocols will be followed.	
Corridors	<ul style="list-style-type: none"> • Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time. 	Y	Ambleside RA protocols will be followed.	

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	<ul style="list-style-type: none"> The timetable and selection of classrooms or other learning environment are selected to reduce movement around the school. 	N/A		
	<ul style="list-style-type: none"> Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 	Y	Ambleside RA protocols will be followed. Keep left protocol is being put into place.	
Classrooms	<ul style="list-style-type: none"> For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant) – “The bubble” <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher if safe to do so.</p> <p>The identified classes (pupils) do not mix with other classes throughout the school day.</p> <p>The same teacher(s) and other staff assigned to each group are as far as possible, stay the same during the day and on subsequent days.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.</p> <p>Desks should be spaced as far apart as possible.</p>	N/A		

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	<ul style="list-style-type: none"> For secondary schools classes should normally be split in half, with no more than 15 pupils per small group and one teacher. If safe to do so, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. The identified classes (pupils) do not mix with other classes throughout the school day. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary there will be some subject specialist rotation of staff. Rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. 	N/A		
	<ul style="list-style-type: none"> Classrooms are accessed directly from outside where possible. 	N/A		
	<ul style="list-style-type: none"> Pupils occupy the same classroom throughout the school day where possible. Where different groups of pupils use the same classroom, the area is cleaned adequately in between their occupancies. 	N/A		
	<ul style="list-style-type: none"> Teaching approaches have been discussed that keep a distance from children in class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. 	N/A		
KS3 and KS4 curriculum	<ul style="list-style-type: none"> CLEAPSS Guide to doing practical work in a partially reopened school – D&T, food and Art is followed. 	N/A		
	<ul style="list-style-type: none"> CLEAPSS Guide to doing practical work in a partially reopened school – Science is followed. 	N/A		

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School Hall	<ul style="list-style-type: none"> Assembly groups are staggered keeping the same groups of pupils together. 	N/A		
	<ul style="list-style-type: none"> Halls, dining areas and internal and external sports facilities for lunch and exercise are used at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, the COVID-19: cleaning of non-healthcare settings guidance is followed. <p>This could mean having several lunch sittings or serving lunch in more than one location, including if appropriate in a classroom, or asking your caterers to look at other flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting (for example taking cold or 'packed' lunches to children in the areas they are in for the day).</p> <p>Consider whether floor markings 2 metres apart are required on the occasions when children sit on the school hall floor. Dining room / assembly / exam seating is arranged 2 metres apart.</p>	N/A		
Lecture theatres	<ul style="list-style-type: none"> Seating is identified which may be used obeying the 2 metre social distancing protocol. 	N/A		
Pupil toilets	<ul style="list-style-type: none"> Toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time. 	N/A		
	<ul style="list-style-type: none"> Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicals and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). 			
Playground and school field	<ul style="list-style-type: none"> Lessons or classroom activities could take place outdoors have been identified – outdoor education can limit transmission and more easily allow for distance between pupils and staff. 	N/A		

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	<ul style="list-style-type: none"> The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. 	N/A		
	<ul style="list-style-type: none"> Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix. 	N/A		
Pupils	<ul style="list-style-type: none"> Individual pupils have been identified who may be in particular challenging with social distancing and individual practical measures put in place. 	N/A		
Operational issues				
Supervision	<ul style="list-style-type: none"> Supervision ratios met (general) 	N/A		
	<ul style="list-style-type: none"> Supervision ratios met (individual pupil) 	N/A		
First Aid	<ul style="list-style-type: none"> Adequate number of first aiders (FAW / EFAW) are on site. 	Y	Ambleside RA applies	
	<ul style="list-style-type: none"> Adequate number of paediatric first aiders are on site. (Ref: Early years foundation stage: coronavirus disapplications and associated risk assessment) 	N/A		
Medication	<ul style="list-style-type: none"> Necessary pupil medication has been returned to school. 	N/A		
KS3 and KS4 curriculum	<ul style="list-style-type: none"> CLEAPSS Guidance for D&T departments returning to school after an extended period of closure is followed. 	N/A		
	<ul style="list-style-type: none"> CLEAPSS Guidance for science departments returning to school after an extended period of closure is followed. 	N/A		
Site Health and Safety Concerns (General)				
Legionella	<ul style="list-style-type: none"> Rarely used outlets have been identified – more taps are used on a regular basis, therefore a reduction in flushing required by the Site Manager / Caretaker. 	N/A		
Fire Procedures	<ul style="list-style-type: none"> A fire drill has been organised for shortly after the school re-opens. 	Y	Ambleside RA applies	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Review of fire evacuation procedures in light of fewer staff and pupils. 	Y	Ambleside RA applies	
Various site tasks	<ul style="list-style-type: none"> Specific site management tasks are undertaken after re-opening following a lengthy closure*. 	Y	Head of Estates is working closely with caretakers to ensure that these tasks are undertaken where applicable. Caretaking capacity is being reviewed to increase it in some localities. This will be reviewed on a week by week basis.	M
Personal Health and Safety Concerns (General)				
Pupil Behaviour	<ul style="list-style-type: none"> The school behaviour policy has been updated to reflect the new rules and routines, and these have been communicated to staff, pupils and parents/carers. Ref: Planning guide for primary schools Annex A: Behaviour principles 	N/A		
High profile pupils	<ul style="list-style-type: none"> Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site. 	N/A		
	<ul style="list-style-type: none"> Risk assessments, EHCP, individual healthcare plans and personal emergency evacuation plans are shared with the staff who are in school. 	N/A		
	<ul style="list-style-type: none"> Trained staff are available to support pupil personal needs e.g. <ul style="list-style-type: none"> lifting, use of hoists intimate care managing medical needs including medicines 	N/A		
	<ul style="list-style-type: none"> Sufficient Physical Intervention trained staff are on site (see "other issues" below) 	N/A		
Staff welfare	<ul style="list-style-type: none"> Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy). 	Y	A staff wellbeing room has been set aside for this purpose. Ambleside RA applies	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Telephone counselling services available. 	Y	Ambleside RA applies. Counsellors are available on site.	
Pupil welfare	<ul style="list-style-type: none"> Wellbeing support for all pupils are in place and also those that require additional support. 	N/A		
	<ul style="list-style-type: none"> The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken. 	Y	Staff are aware of current reporting procedures. Ambleside RA applies and staff will report to the school's DSL.	
Redeployment	<ul style="list-style-type: none"> Any staff that have been temporarily redeployed to different roles have been provided necessary training and instruction. 	N/A		
Other Issues				
Some training certificates may have expired during the partial closure.	<ul style="list-style-type: none"> Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Microsoft Teams, Zoom) Some refresher requalification training may be available via eLearning. 	Y	Online training for head office staff is already being utilised and training providers will be approached to determine what other training can be accessed online where applicable.	
	<ul style="list-style-type: none"> If a first aid certificate expired on or after 16 March 2020 and they cannot access requalification training because of coronavirus they may qualify for a 3-month extension. This applies to: First Aid at Work (FAW), Emergency First Aid at Work (EFAW) and paediatric courses. 	N/A		
	<ul style="list-style-type: none"> There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate. 	N/A		
	<ul style="list-style-type: none"> For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. 	N/A		

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Safeguarding	<ul style="list-style-type: none"> • DSL or a deputy always available during school hours for staff.† 	Y	Ambleside RA applies and staff are aware of reporting procedures.	L
Reviews	<ul style="list-style-type: none"> • Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. • The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	Y	To be reviewed weekly by the Trust Operations Manager	L

Are there any other foreseeable hazards associated with the Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

*** Reopening after a lengthy closure:**

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
 - all fire doors are operational
 - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

† Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

ASSESSED BY (Print name)

Wendy McPherson

SIGNED

Wendy McPherson

DATE

21/05/2020