

COVID-19 Whole School Risk Assessment



Stafford Manor
High School

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L? See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
<p>Hazard: Contact with someone suffering from coronavirus The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>Anyone with COVID-19 symptoms, has a positive test result or is required to isolate or quarantine does not attend school. They must follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p>	<p>M</p>	<p>Regular communications with parents and staff to remind them of the guidance in relations to symptoms, testing, and self-isolation. Clear communication will be sent at the start of each term around the 3 main symptoms and additional possible symptoms in youngsters.</p> <p>Update school website with information as necessary.</p> <p>Have clear signage on every entrance and exit point reminding staff and students, not enter the site if they, or anyone they are living with, are displaying symptoms. Contractors and visitors will be asked on entry to confirm they meet expectations to keep the site safe and secure.</p> <p>Contingency/Outbreak Management Plan developed outlining extra actions to be taken if there is an outbreak in school or local area, if advised to take extra measures or to respond to a Variant of Concern.</p> <p>Follow advice given by local outbreak/health protection teams.</p>	<p>January 2022</p> <p>M</p>
	<p>Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. Pupils receive an on-site lateral flow device test on return to school in January.</p>	<p>M</p>	<p>Rapid testing (LFDs) encouraged and promoted. Home test kits will continue to be offered to all pupils so that testing can be carried out twice a week at home to identify positive case. Self-isolation guidance followed should an individual test positive case and a confirmatory PCR test sought immediately. An Asymptomatic Testing Site (AST) continues to be</p>	<p>January 2022</p> <p>M</p>

	<p>Twice weekly home testing for staff and (secondary) pupils continues until Government guidance alters.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, NHS Test and Trace will now identify close contacts and instruct if further actions are required.</p> <p>The Outbreak Management Plan will be followed if other cases are detected at school. The local health protection team from Public Health England will be contacted to advise on appropriate action, in line with the LA Local Outbreak Control Plans.</p> <p>Attendance in school in line with national/local restrictions.</p> <p>Staff and eligible pupils encouraged to have COVID-19 vaccination.</p>		<p>available at school containing fully trained staff if required.</p> <p>Records of staff and pupils in groups will assist in identifying individuals who have had contact with symptomatic person if required by NHS Test and Trace.</p> <p>Encourage staff and parents to engage with Test and Trace process and inform school immediately of a positive result from A LFD or PCR test.</p> <p>School will inform and follow advice from the Local Outbreak Team as appropriate.</p>	
	<p>Contractors delivering services using school facilities e.g. Catering and Cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19</p>	M	<p>Updated Cleaning & Catering RA to be requested at the start of each term.</p>	<p>January 2022</p> <p>M</p>
<p>Staff</p> <p>Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<p>Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.</p> <p>. The Community Room is a designated room for isolation. – see this guidance for help with this. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • Increase ventilation in the room if possible • If contact is necessary, supervising staff will also wear appropriate PPE (disposable gloves and a disposable apron) • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been treated.</p> <p>Further considerations:</p>	H	<p>First Aid protocol in place to isolate symptomatic pupil by escorting student to isolation room via external route. SLT to consider next steps for remaining students after seeking advice and consultation with the Local Outbreak team. Actions may include isolating the class for the remainder of the day or sending students home whilst waiting for test result.</p> <p>SLT and support teams minimise contacts with whole groups whilst a duty rota will limit and minimise potential exposure.</p> <p>Further actions:</p> <ul style="list-style-type: none"> • Review any Health Care Plans or Personal Care Plans to assess PPE requirements. • Maintain stocks of PPE. • Supervising adult instructed on the safe “donning and doffing” of PPE. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 	<p>January 2022</p> <p>M</p>

	<ul style="list-style-type: none"> Wellbeing support in place for staff and pupils. Active engagement with NHS Test and Trace service. Aware of LA Local Outbreak Control Plans. Grouping pupils together and avoiding contact between groups Social distancing maintained wherever possible between all adults on site. 		<p>Accurate records of student attendance and staff interaction with groups will support NHS Test and Trace. Records kept for 21 days including visitors to site.</p> <p>Staff parents and visitors informed of the measures in place to reduce transmission. Latest guidance will be added to the school website and clear communication will be made with parents at the start of each term.</p>	
<p>Staff and casualty.</p> <p>Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Minimise time sharing a breathing zone Wear appropriate PPE (disposable gloves, disposable apron) Wear fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. <p>When performing CPR</p> <ul style="list-style-type: none"> Phone an ambulance and use defibrillator or chest compressions only CPR until the ambulance arrives Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing Use PPE – gloves, apron, fluid repellent surgical mask, eye protection 	H	<p>First Aid protocol is shared with all staff. First aiders instructed on the safe “donning and doffing” of PPE.</p> <p>Maintain stocks of PPE. Where this is not available contact LA. Emergency.ppe@staffordshire.gov.uk</p> <p>List of LA PPE suppliers communicated to schools.</p> <p>Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>	<p>January 2022</p> <p>M</p>
<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>				
<p>Staff and pupil.</p> <p>Transmission may occur when staff administer medicines or supervise pupils who self-administer</p>	<p>Supervising staff to maintain a distance as much as possible when administering medicines or supervising children who self-administer.</p>	H	<p>Health Care Plans reviewed to check if any difficulties may arise from administering medication in school. Communicate with parents to discuss and review the plans as required. Review medication plans to assess PPE requirements (if any) for staff administering medication.</p>	<p>January 2022</p> <p>M</p>

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L? See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
Hazard: Contact with coronavirus when getting to and from school				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: When travelling to and from school or When arriving and leaving school.</p>	<p>Everyone will be encouraged to walk, scoot or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport or share private transport (e.g. parents providing a lift to children in different groups, post 16 students, staff), they'll be referred to government guidance. For example:</p> <ul style="list-style-type: none"> • Pupils aged 11 and over wear a face covering on dedicated/public transport (unless exempt). • Vehicles must be well ventilated when occupied. <p>Continue to operate a 'split' break and lunch times for each year group.</p> <p>Students will only be allowed in small groups into the cycle shelter.</p>	H	<p>Discuss transport arrangements with providers, LA and parents.</p> <p>Wearing a face mask is strongly recommended on public transport. Non-disposable face coverings that staff or children are wearing on public transport can also be worn in school. Individuals are also advised to bring a sealable plastic bag for storage between use. The wearer must then wash their hands. There are currently no staff and very few students using public transport. Telephone contact will be made with any parents of children needing to wear facemasks on their journey to school to clarify procedures.</p> <p>Contingency supply of face coverings available where pupils cannot access a face covering, where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use.</p> <p>Zones created for social times to keep groups separate.</p> <p>Review of procedures and use of cycle storage facilities. Consideration could be given to alternative cycle storage locations if necessary.</p>	<p>January 2022</p> <p>M</p>
	<p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • That only one parent should attend • To wait on the verandah area rather than reception 	M	<p>Continue to encourage students to walk or cycle to school if at all possible.</p> <p>Take advice from the Local Authority Transport Plan for SMHS. For example, advise parents on suitable 'park and stride' locations to drop students and minimise contacts outside school gates.</p>	<p>January 2022</p> <p>M</p>
	<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p> <p>Staff, pupils and visitors informed to wash/sanitise hands on arrival to school.</p>	M	<p>Continue to monitor closely advice from Public Health England on the use of face coverings in school. Implement any changes as they are announced that are based on the latest scientific advice.</p>	<p>May2021</p> <p>M</p>

			<p>Face coverings are currently advised for all (unless exempt) corridors and indoor communal spaces as recommended in general guidance for schools. Should an individual choose to wear a face covering in the classroom, school will support this.</p> <p>The mandatory reintroduction of face coverings for pupils and/or staff may be advised in all indoor spaces (including classrooms) for a temporary period in response to particular localised/national outbreaks, including variants of concern.</p> <p>Clear communication is provided to all families and pupils on the correct use of face coverings. The school will continue to support any individual who is exempt from wearing a face covering.</p>	
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Hazard: Spreading infection due to touch, sneezes and coughs				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces..</p>	<p>Frequent handwashing is regular practice. Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</p> <p>Handwashing facilities with soap and hot water will be provided in toilets facilities and food preparation areas.</p> <p>Good respiratory hygiene encouraged by promotion of 'catch it, kill it, bin it' approach.</p>	M	<p>Additional hand sanitisers installed on all entry and exit points to the building. All toilets regularly checked to ensure dispensers have adequate supplies of soap.</p> <p>Hygiene Station boxes to be located in each classroom with clear signage. These include wipes (skin friendly), sanitiser and tissues. Supplies will be checked regularly and replenished as required – stocks well maintained. Disposable gloves made available to staff for added protection if required when handling distributed resources or other items that may present a potential hazard.</p> <p>The introduction of a 'lesson routine' (Sanitise hands on entry and wipe desks on exit) will provide staff with a clear framework to ensure the working environment is kept organised and safe for each subsequent lesson.</p>	<p>January 2022</p> <p>M</p>
	<p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p>	M	<p>Staff will remind students of good hand and respiratory hygiene practices. Continual reminders through the day and signage will further encourage and embed good practice.</p> <p>Regular communication with parents will also remind families of the importance to regularly wash hands and catch coughs and sneezes. Parents and pupils will receive communication at the start of each term to remind them of procedures.</p> <p>Disposable tissues available in classrooms and grey foot operated lidded bins for tissues are emptied regularly.</p>	<p>January 2022</p> <p>M</p>

	Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.	M	Weekly review of stock levels to ensure adequate supplies and any additional resources will be ordered immediately if required. If there are any issues with sourcing supplies, Local Authority assistance will be sought.	January 2022 M
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Hazard: Spreading infection through contact with coronavirus on surfaces				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>Cleaning schedule includes regular cleaning of areas and equipment with a focus on frequently touched surfaces using standard cleaning products (e.g. Ecolab Pro 20/EL75) and methods, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Kitchen area • Door and window plates/handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners & key pads <p>Shared office resources (e.g. keyboards, telephones, reprographic touchscreens) to be cleaned before and after use by user.</p>	M	<p>Review COSHH assessment for hand sanitiser and cleaning materials. Information to be made available to users.</p> <p>Additional cleaning staff/hours utilised to enhance cleaning routines throughout the day and maintain a safe working environment. Cleaning staff will follow a strict timetable routine based on student use of the building through the day. In response to any changes in public health advice around virus transmission, cleaning practices will be reviewed to ensure appropriate and thorough procedures are in place.</p> <p>Cleaning staff informed of any changes to classroom usage and to review enhanced cleaning routine</p> <p>Reprographics machine can be operated using ID card, reducing the need to touch the screen.</p> <p>Review cleaning regime following any increase in the virus transmission rate, changes in national/local restrictions and following any local outbreaks.</p>	<p>January 2022</p> <p>M</p>
	<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Pupil timetable will be communicated to cleaning staff.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Daily checks carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Shared rooms, such as halls and dining areas, will have wipes available for desks and chairs to be wiped down between different groups using them.</p>	M	<p>Cleaning and maintenance activities only happening when areas of the building have been vacated where possible.</p> <p>Signage installed to instruct areas that are not open to different groups of students.</p> <p>Government guidance states that different student groups can share toilet facilities but they must be regularly cleaned throughout the day. To reduce sharing, different key stages will be instructed to use specific toilet facilities during lessons, and at break/lunch times.</p>	<p>January 2022</p> <p>M</p>

	<p>Unnecessary items, soft furnishings, resources that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children in line with the operational guidance.</p>	M	<p>Where possible, alternative chairs that can be easily cleaned will be used in social areas instead of soft furnishings.</p> <p>Students will be encouraged to be 'self-contained' and bring all equipment with them to school to avoid the sharing of equipment. Equipment Packs will be made available through ParentPay to encourage pupils to be self-contained minimise the sharing of resources. At start of each term communication with parents will remind them of the importance of pupils bringing their own equipment.</p> <p>Clear protocols in place for the shared use of specialist resources (e.g. calculators, art supplies, science equipment) so that they are cleaned by pupils between use by different groups.</p> <p>Any items that cannot be cleaned between groups must be isolated and not used for a period of 48hrs (72hrs for plastics).</p>	<p>January 2022</p> <p>M</p>
	<p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	M	<p>Weekly review of stock levels to ensure adequate supplies and any additional resources will be ordered immediately if required. If there are any issues with sourcing supplies, Local Authority assistance will be sought.</p>	<p>January 2022</p> <p>M</p>
	<p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	M	<p>Sanitiser to be available in every classroom. All staff will be encouraged to have their own personal sanitiser and wipes – school can support this as required. In line with guidance, exercise books can be taken home for marking.</p>	<p>January 2022</p> <p>M</p>

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Hazard: Spreading infection due to excessive contact and mixing between pupils and staff in classrooms.				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>Organising classrooms and other rooms used for learning to support safety i.e. seating pupils side by side and facing forwards rather than 'grouping' tables.</p> <p>Unnecessary items and those items hard to clean removed from classrooms and learning environments.</p> <p>Staff and pupils only bring essential equipment into school.</p> <p>Thorough cleaning of rooms at end of the day.</p> <p>Ventilation in the building maximised by opening windows, doors or using ventilation units.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it</p> <p>Visitors on site limited and access to building controlled.</p>	M	<p>Group sizes have been modified to 'spread' student numbers more evenly across the school. Larger groups have been allocated to larger rooms to maximise space between staff/students.</p> <p>Every classroom will have a seating plan. At the teachers discretion, a 'buffer zone' could be created at the front of the room and near the teacher desk to maintain a distance between students and teachers as much as possible. Although individual and small group support can take place, staff may wish to implement measures such as distancing or screens if they wish.</p> <p>Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</p> <p>Ensure increased ventilation measures do not compromise pupil or staff safety. The latest guidance on providing effective ventilation whilst maintaining a comfortable working environment will be followed. HSE Guidance - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>CO2 monitors used to monitor the carbon dioxide levels in classrooms. Government guidance followed on monitor use and staff inform SLT of levels continually above 1500. Monitors can also be used to balance ventilation with temperature.</p> <p>Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.</p>	<p>January 2022</p> <p>M</p>

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Hazard: Spreading infection due to excessive contact and mixing between pupils and staff around the school.				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>During break and lunch time, year groups will have separate zones and pupils will be encouraged to keep their distance within groups.</p> <p>Although not required, staff keep their distance from pupils and other staff as much as possible.</p> <p>Sharing of stationary prevented – students and staff to be as self-contained as possible.</p> <p>Shared resources – Shared equipment avoided where possible. If equipment is shared, they are cleaned frequently and between groups (before and after use) or rotated to allow them to be left unused and out of reach.</p> <p>Hand cleaning prioritised after using shared resources and equipment.</p>	M	<p>External areas will be 'zoned' so that different year groups limit interactions. This will create distinct social zones for each year group. A one way system will be implemented along J and A Block to manage student movements. Specific entry and exit points in A Block introduced.</p> <p>Breakfast club will be modified to eliminate mixing between groups. The canteen will not be available at break and designated time slots for collecting food from the canteen at lunch will be allocated to each year group.</p> <p>Storage of rotated shared resources (e.g. sports, art and science equipment) for 48 hours (72 hours for plastics).</p>	<p>January 2022</p> <p>M</p>
Transmission may occur during learning activities and behaviour management	Pupils will stay in the same year group throughout the day wherever possible At KS3 students will be kept in similar classes/groupings for most of their lessons. At KS4 students will move between groups in line with their curriculum choices as indicated in government guidance.	M	<p>Classrooms to be cleaned after use at end of day. . practice will be for pupils to wipe down desks and chairs at the end of each lesson.</p> <p>All staff to maintain regular seating arrangements in classrooms between lessons to assist with contact tracing if required.</p>	<p>January 2022</p> <p>M</p>
	Pupils will be supervised at all times to minimise mixing between groups, and they will be reminded about the rules throughout the day.	M	Signage around the school will remind students of measures in place.	<p>January 2022</p> <p>M</p>
	Rooms will be accessed directly from outside where possible, and in corridors pupils instructed to keep to left.	M	<p>A one way system around school helps movements, reduces pinch points, and keeps the environment calm and orderly. Everyone advised to keep to the left on stairs.</p> <p>Clear direction and guidance on the most appropriate entry/exit points to access a classroom helps reduce the amount of movements indoors.</p>	<p>January 2022</p> <p>M</p>

	<p>All shared rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart when using them. They will be well ventilated and cleaned between each use.</p>	M	<p>Restructuring of the canteen organisation and service of food will minimise interaction of students and provide as safe environment as possible.</p> <p>Indoor spaces used for sports and performance are well ventilated. Consider the use of outside teaching spaces if required.</p>	<p>January 2022</p> <p>M</p>
	<p>Toilet use will be managed to avoid crowding.</p>	M	<p>Each key stage will have dedicated toilets to keep use even across the school and minimise movement around the site.</p>	<p>January 2022</p> <p>M</p>
	<p>Staff use of staff rooms and offices must respect the fact that individuals may have different views to distancing and mixing.</p>	M	<p>Staff meetings can be undertaken face to face in an appropriate large space to allow individuals to distance if necessary.</p> <p>MSTeams can still be used for meetings with external organisations.</p>	<p>January 2022</p> <p>M</p>
	<p>Behaviour management policies and procedures will undertake a full review in light of the latest guidance.</p>	M	<p>Review behaviour management plans and procedures. Modified systems will continue to support staff and students maintain standards of behaviour but consider the system of controls in the operational guidance.</p> <p>Staff training on new systems will be completed in response to any changes in systems. Parents and students will be informed of modified systems and procedures as necessary.</p> <p>Additional capacity will be introduced to the pastoral team to support students as they return to school.</p>	<p>January 2022</p> <p>M</p>
	<p>Staff and contractors not working with pupil groups will be asked to follow school systems and procedures.</p> <p>Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p>	M	<p>Where possible, minimise visitors to site by using virtual meetings where possible. Remind all visitors and contractors to comply with entry rules.</p> <p>Should parents need to meet at school, this will take place in a large enough room and all surfaces will be thoroughly cleaned afterwards.</p> <p>Consideration will need to be given to large scale events (e.g. parents evening and open evening).</p> <p>Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p>	<p>January 2022</p> <p>M</p>

			School kitchens to comply with the government's guidance for food businesses on coronavirus (COVID-19).	
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Hazard: Spreading infection due to the school environment				
Staff Pupils Contractors Visitors Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces	Checks to the premises will be done to make sure the school is up to health and safety standards during any prolonged period of closure.	M	Continue rigorous site monitoring procedures on a regular basis to ensure the site is safe and secure.	January 2022 M
	Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff changes.	M	Ensure that any measures put in place do not compromise evacuation routes. Review of other emergency procedures (bomb threat guidance and lockdown procedures) to ensure they can be undertaken as safely as possible. First aid procedures will ensure minimal risk to other students and staff.	January 2022 M
	Areas in use will be well ventilated by opening windows, doors or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.	M	Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas. Ensure increased ventilation measures do not compromise pupil or staff safety. Appropriate resources (e.g. door opening mechanisms) are purchased and installed. The school will follow latest guidance on keeping rooms ventilated whilst maintaining a comfortable working environment. <i>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</i> Flexibility will be introduced regards school uniform. Consult with Local Authority to ensure adequate ventilation can be maintained safely in Anson Building.	January 2022 M
	Outdoor space will be used for exercise and breaks, and for education where possible.	M	Zones for break time will keep a degree of separation between different year groups. All students will be outside at break time (weather permitting). Multi use games areas will be available at break and lunch time for all pupils when PE lessons are not using them.	January 2022 M

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Hazard: Spreading infection due to excessive contact and mixing in meetings or work areas.				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. Where this isn't possible, meetings will be conducted outside, or in a room large enough to allow for distancing.</p> <p>Storerooms and cupboards accessed by one person at a time.</p> <p>In office works areas aim to only have two people working in each area. Avoid people working face-to-face – side by side reduces the risk. Clean work station before and after use.</p>	M	<p>Minimise visitors to site by using virtual meetings where possible.</p> <p>If meetings are conducted indoors, ensure seating is arranged appropriately and ventilation is maintained.</p> <p>Additional signage will be added if required to reinforce expectations.</p> <p>Separate office provided for staff to phone parents/students. Equipment to be cleaned before and after use. This will prevent admin team work stations being shared.</p>	<p>January 2022</p> <p>M</p>

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L? See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
Hazard: Staff Wellbeing and consideration of individuals vulnerable to serious infection coming into school.				
	<p>For everyone who could come into school, if they are in an identified group (e.g. extremely clinically vulnerable, clinically vulnerable, pregnant, older men, BAME) then Government guidance will be strictly followed.</p> <p>Control measures in place for staff and pupils who are clinically vulnerable or at higher risk.</p> <p>Wellbeing support in place for staff and pupils.</p> <p>Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.</p> <p>Risk assessment reviewed following changes in guidance and national/local restrictions.</p>	H	<p>Those staff who have received specific advice from the Government or a health care professional to stay at home will be supported to work from home.</p> <p>If required as a result of clinical advice, an individual risk assessment can be undertaken, and reviewed regularly, for staff and pupils who are extremely clinically vulnerable or identified at a higher risk. Any actions that can be introduced to reduce in relation to a particular individual or role must be implemented.</p> <p>If there is a suspected case of COVID-19 on site, a review of contacts and interactions for staff with individual risk assessments will take place. This will ensure risks are minimised.</p> <p>Review team stress risk assessment.</p> <p>Any parents who require a meeting with a member of school staff but cannot physically attend a meeting at school, will be given an opportunity to meet virtually, or at a distance at an external location should a phone call not be sufficient.</p> <p>Consider publishing risk assessment on school website.</p>	<p>January 2022</p> <p>M</p>

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L? See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
Hazard: Hire of premises				
	<p>Hirers of facilities will only be able to access areas of the site at a time not designated for school use.</p> <p>Covid 19 Risk assessment to be obtained from hirer.</p> <p>If hirer is to provide refreshments they must provide their own kettle (PAT tested), cups etc.</p> <p>Disposable sanitising wipes and hand sanitisers to be provided by hirer. All waste to be removed from site.</p> <p>Hirer to notify school of any suspected case of Covid 19 and the outcome to be communicated to school.</p>	M	<p>External organisations who hire the facilities must refer to the relevant National Governing Body guidance and make positive reference to this in their individual risk assessment.</p> <p>Any hirer must clean touch points and frequently touched surfaces before and after use.</p> <p>Any areas of the school site used by external individuals or groups will be thoroughly cleaned prior to school use.</p>	<p>January 2022</p> <p>M</p>

Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as clinically extremely vulnerable, clinically vulnerable, living with a clinically extremely vulnerable individual or living with a clinically vulnerable individual
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s): C Smith

Print Name:

Date Assessed: 31st December 2021

Signature of Line Manager: R Lycett

Print Name:

Review Date: 28th February 2022

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.