



# COVID-19 Step 4 Model Risk Assessment for Schools and Educational Settings

(Recommended for implementation from  
the end of Summer term 2021)

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## Introduction

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

### 1 –Completing the COVID-19 Risk Assessment

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

#### **Step 1: Identify the Hazards**

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

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

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

When identifying hazards, the following should be considered:

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

#### **Step 2: Decide who is at Risk**

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

#### **Step 3: Implement preventative Measures**

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

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

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

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

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

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

#### **Step 4: Evaluate the level of risk**

Risk is a combination of two things:

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

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

#### **Possible Outcome/Severity**

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

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

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

#### **Likelihood**

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

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

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

### **Level of Risk**

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

$$\text{POSSIBLE OUTCOME/SEVERITY} \times \text{LIKELIHOOD} = \text{RISK LEVEL}$$

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

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

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

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

## Is the level of risk tolerable?

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

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

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

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

Figure 1.

### **Step 5: Introduce further control measures**

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

## **2 – Action Plan**

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

## **3 – Communication**

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

## 4 – Review

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

## COVID-19 Step 4 Model School Risk Assessment

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Social Distancing</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus staff, pupil, and parent	<ul style="list-style-type: none"> <li>From the end of summer term 2021, in line with government guidance, the school will no longer be maintaining consistent class groups/bubbles during summer schools and when the new school term begins in September 2021.</li> <li>Assemblies will resume as normal from September 2021.</li> <li>Specific arrangements to avoid mixing at breaktimes and lunchtime will be stepped down.</li> </ul>	Moderate	Possible	Medium	A staggered return to assemblies for KS1 and KS2.	Completed
<b>Contact Tracing</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>From 19<sup>th</sup> of July, it is DfE guidance that the school will no longer be expected to routinely undertake contact tracing, and this will instead be performed by NHS Track and Trace, who will work directly with the positive case.</li> <li>Children, pupils, students, and staff members who record a positive LFD or PCR test should let their setting know.</li> <li>Staff, pupils, or students (or the parent) are required to report the test result via the NHS Online reporting system for both negative, void, and positive test results. They should also report positive, negative, and void results to the setting.</li> <li>It is likely that NHS Track and Trace will be much stricter in their criteria for what constitutes a close contact to keep these numbers as low as possible.</li> <li>Contacts in school will be traced by NHS only if the positive case specifically</li> </ul>	Moderate	Possible	Medium	Staff to continue with twice weekly lateral flow tests and reporting procedures.	Completed



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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
			<p>identifies an individual as having close, prolonged contact, which will normally have occurred in a social setting rather than in normal day-to-day school activities e.g. sleepovers. Therefore, numbers are expected to be low.</p> <ul style="list-style-type: none"> <li>All close contacts must take a LFD test every day for 7 days.</li> <li>Children. Pupils/students and staff members who record a positive LFD or PCR test must let the school know.</li> <li>Staff, pupils/students (or the parent) are required to report all test results, whether negative, void, or positive, via the NHS Online reporting system.</li> <li>The positive outcomes of NHS Track and Trace taking over the tracing process, will be reduced burden on schools and it will also ensure a consistent approach to identification of contacts across all locations, i.e. Prevention of under and over-reporting.</li> <li>If the school does not agree with the close contacts that have been identified by one of their pupils/students or their legal guardian, they will escalate to the DfE helpline for advice.</li> <li>The school may be contacted, by local health protection teams in response to a local outbreak, which is currently what happens in managing any other infectious diseases.</li> <li>If the school knows that it has had several positive cases within a 14-day period, but</li> </ul>					

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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate to our local health protection team if necessary and may advise the school to implement its outbreak management plan.					
Isolation of Positive Cases and close contacts.	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>From 16<sup>th</sup> August the school will help to communicate and implement the following isolation rules amongst its staff, pupils, contractors, and wider community:</li> <li><b>From 17<sup>th</sup> Jan</b> - Any person that develops Covid symptoms, must self-isolate and the positive person must immediately arrange a confirmatory PCR test. <ul style="list-style-type: none"> <li>If the confirmatory test is negative, they can end their isolation (unless they have developed symptoms or been instructed to self-isolate by Test and Trace for other reasons).</li> <li>If the confirmatory PCR test is positive, they must self-isolate for a minimum of 5 days. If two negative LFD's are taken from day 5 - at least 24 hours apart isolation can end. The date of the positive test or the date that symptoms began is day zero.</li> <li>Any adult members of their household that are not fully vaccinated must isolate for 10 days.</li> </ul> </li> <li><b>Any person</b> that has a positive lateral flow device (LFD) test, must self-isolate and the positive person must register their test results at GOV.UK and self-isolate for a minimum of 5 days. If two negative LFD's are taken from day 5 - at least 24 hours apart isolation can end.</li> </ul>	Moderate	Possible	Medium	<p>The national guidance on isolation rules for the household of a person testing positive has changed.</p> <p>Any outbreaks will be dealt with using the guidance on page 7 of the Schools Covid Operational Guidance dated 27/09/21</p>	10.09.21  Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>• <b>Any person</b>, irrespective of their age or vaccination status will be required to self-isolate following a positive PCR test.</li> <li>• <b>Children and young people under the age of 18</b> that are close contacts of positive cases will no longer be required to isolate, unless they receive a positive PCR or LFD test.</li> <li>• <b>Children under 5</b> years old who are identified as close contacts would only be required to take a PCR test if the positive case is within their own household. Otherwise they will not need to isolate unless they are symptomatic.</li> <li>• <b>Adults that have been double vaccinated</b> and are identified as close contacts of positive cases will no longer be required to isolate, unless they receive a positive PCR or LFD test.</li> <li>• <b>Those under 18 years and 6 months and double vaccinated individuals identified as close contacts</b> will continue to be advised to take a PCR test, to detect the virus and variants of concern, and because they can still spread the virus, even if the health effects to them are negligible.</li> <li>• <b>Those under 18 years and 6 months and Double vaccinated adults that are identified as close contacts</b> of positive cases will not be required to isolate, whilst awaiting their PCR or LFD test result.</li> <li>• <b>Adults that have not been vaccinated yet, have chosen not to be vaccinated, cannot be vaccinated on medical grounds, or who have only received 1 dose of the vaccine so far</b>, will be required to self-isolate immediately if identified as close contacts.</li> </ul>					

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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li><b>18-year-olds will be treated as children until 4 months following their 18<sup>th</sup> birthday with regards to being close contacts.</b> This is to allow them sufficient time to become fully vaccinated. After this point, or if they choose not to be vaccinated, they will need to follow the same rules as adults and will need to self-isolate if identified as a close contact.</li> </ul>					
<b>Asymptomatic Testing</b>	Staff, Pupils, visitors,	Transmission of virus after returning from mixing widely during summer break	<ul style="list-style-type: none"> <li>Staff will be encouraged to undertake twice weekly home tests until the end of September.</li> </ul>	Moderate	Possible	Medium		Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Staff, pupils, or visitors attending site with COVID symptoms</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 10 days will not be permitted into school unless they have evidence of two negative LFD's, 24 hours apart after Day 5.</li> <li>Anyone coming onto the site displaying COVID-19 symptoms, will be sent home, and asked to arrange a PCR test.</li> <li>Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period unless they have evidence of two negative LFD's, 24 hours apart after Day 5. <ul style="list-style-type: none"> <li>If they still have a high temperature after 10 days, they will be asked to keep self-isolating until their temperature returns to normal.</li> <li>If they no longer have a temperature, but still have a cough or loss of sense of smell/taste, they will be permitted to return to school (this is because a cough or anosmia can last for several weeks once the infection has gone)</li> </ul> </li> <li>In the event that a parent or guardian insists on a child with symptoms attending school, or refuses to arrange a PCR test, the school will ask the parent to isolate the child for 10 days and contact Public Health for possible intervention. Any such decision will be carefully considered in light of all the</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 7 of the Schools Covid Operational Guidance dated 17/08/21	Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>circumstances and the current public health advice.</p> <ul style="list-style-type: none"> <li>• The school will keep a supply of home PCR and LFD testing kits. The use of these kits will be for a child or adult who: <ul style="list-style-type: none"> <li>○ has developed symptoms whilst at school, and</li> <li>○ the school believes may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, will significantly increase the likelihood of them getting tested, and</li> <li>○ where it is felt that if the individual were to be sent home without a kit, they would not receive a test at all.</li> </ul> </li> <li>• If a child is awaiting collection after displaying symptoms, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate ventilation, and adult supervision if required. The room will have a vision panel and a clear line of site to ensure child safeguarding. <ul style="list-style-type: none"> <li>○ If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected.</li> <li>○ If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.</li> <li>○ If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE (such as for a very</li> </ul> </li> </ul>					

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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>young child or a child with complex needs).</p> <ul style="list-style-type: none"> <li>○ Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> to reduce the risk of passing the infection on to other people.</li> <li>○ In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>● Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or they have been requested to do so by NHS Test and Trace</li> </ul>					
<b>Wearing of Face Coverings and PPE</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>● From the 19<sup>th</sup> July the government is removing the legal requirement to wear face coverings.</li> <li>● From 1<sup>st</sup> January face coverings are returning in communal areas.</li> <li>● From 26<sup>th</sup> January the government is removing the legal requirement to wear face coverings.</li> <li>● From the end of Summer term 2021 the wearing of face coverings will no longer be required in classrooms or communal areas, but the school will encourage staff and visitors to continue wearing them in enclosed and crowded spaces, where they may come into contact with people they do not normally meet, including:</li> </ul>	Moderate	Possible	Medium	Staff are not required to wear face coverings in school. The advice is to wear a face covering when meeting in an enclosed, crowded space and with people you don't normally meet.	Completed

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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>○ Whilst on public transport</li> <li>• If staff wish to continue wearing face masks in certain situations, they will be allowed to do so.</li> <li>• In the event of a Covid outbreak, the school may be directed to reintroduce the mandatory wearing of face coverings. Please refer to the outbreak section at the end of the risk assessment.</li> <li>• Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded.)</li> <li>• Children, young people, and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way</li> <li>• if a child, young person, or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then</li> </ul>					



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <p>eye protection (e.g. goggles or a face shield) will also be worn</p> <ul style="list-style-type: none"> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</li> <li>• When using face masks, staff will be required to adhere to the following practice: <ul style="list-style-type: none"> <li>○ cover both your nose and mouth</li> <li>○ do not allow to dangle around the neck when not in use</li> <li>○ do not touch once put on, except when carefully removed before disposal</li> <li>○ change when they become moist or damaged</li> <li>○ wear once and then discard - hands must be cleaned after disposal</li> </ul> </li> </ul> <p><b>Care for children with complex medical needs, such as tracheostomies</b></p> <p>There are a small number of medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs).</p> <ul style="list-style-type: none"> <li>• Staff performing AGPs in the school will follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> <li>• a FFP2/3 respirator</li> <li>• gloves</li> <li>• a long-sleeved fluid repellent gown</li> <li>• eye protection</li> </ul> </li> <li>• The respirator required for AGPs must be fitted correctly (known as 'fit testing') by an individual trained to do this. All staff performing AGPs in the school have undergone face fit testing fit testing through</li> </ul>					

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			the local Clinical Commissioning Group or lead nursing team.					
<b>Maintaining good personal hygiene</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Frequent and thorough hand cleaning with soap and water or hand sanitiser is now regular practice in school, and this will continue regardless of any future easing of COVID measures, because of the broader health benefits gained since it was introduced.</li> <li>Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.</li> <li>Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access.</li> <li>automatic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits.</li> <li>Sanitiser has been sourced that contains at least 60-95% alcohol to be effective.</li> <li>As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, before eating, after toileting and after sneezing or coughing.</li> <li>Help is provided to children and young people who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand sanitiser is used, to prevent hazards such as ingestion.</li> <li>Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious</li> </ul>	Moderate	Possible	Medium	Handwashing will now be:- <ol style="list-style-type: none"> <li>On entry to school</li> <li>Before break</li> <li>Before lunch (SMSA's)</li> <li>After toileting</li> <li>If you cough or sneeze</li> </ol>	Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>reasons (i.e. because of the alcohol content) will be requested to provide a suitable alternative from home.</p> <ul style="list-style-type: none"> <li>Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding.</li> <li>The school will ensure there are sufficient supplies of soap, anti-bacterial gel, disposable towels, and cleaning products if needed.</li> <li>Staff, parents, and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> </ul>					
<b>Maintaining good respiratory hygiene</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Children and adults are encouraged not to touch their mouth, eyes, and nose</li> <li>Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach</li> <li>Bins are emptied and appropriately cleaned at regular intervals throughout the day.</li> <li>Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.</li> <li>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</li> </ul>	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>	Grey bins for tissues to remain in all classrooms.	Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Maintaining appropriate cleaning regimes	Staff, Pupils, Parents, visitors, contractors	Transmission of virus day to day operations	<ul style="list-style-type: none"> <li>As part of an enhanced cleaning regime, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal.</li> <li>As well as having an enhanced cleaning schedule delivered by the school's cleaning staff the school will adopt a 'clean as you go' policy, in which surfaces such as tabletops and resources are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process.</li> <li>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</li> <li>To enable the 'clean as you go approach' disinfectant spray and disposable cloths or disinfectant wipes will be made available in teaching spaces, offices, and resource centres.</li> <li>Spray bottles of disinfectant will be clearly labelled with their contents, health risks and method of use and kept out of the reach of children. Full details on the safe use of cleaning products can be found in the school's COSHH (Control of substances Hazardous to Health) assessment.</li> <li>For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared.</li> <li>The school will regularly reduce clutter and difficult to clean items.</li> </ul>	Moderate	Possible	Medium	<p>Disinfectant wipes to continue to be available in all classrooms and shared areas. These should be used to clean your working space after use.</p> <p>All children to have access to their own stationary items. This will only apply to those regularly used e.g. pencils).</p> <p>The school will identify difficult to clean items and advise the owners of this. All staff to be aware of keeping clutter minimal.</p>	Completed

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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Maintaining appropriate cleaning regimes cont.</b>	Staff, Pupils, Parents, visitors, contractors	<b>Transmission of virus of normal professional cleaning regime</b>	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"> <li>• Appropriately competent cleaning staff will be employed throughout the school day</li> <li>• An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products.</li> <li>• Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls, and electronic devices.</li> <li>• When cleaning, specific attention will be paid to bathrooms and kitchens.</li> <li>• Cleaning staff will only be required to wear the PPE that they would normally use for cleaning.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Laundry items will be washed as they normally would, according to the manufacturer's instructions.</li> </ul>	Moderate	Possible	Medium	<p>Deep cleans take place during the holidays.</p> <p>Frequently touched areas will be cleaned twice a day.</p>	Completed

			<p><b>Kitchens and communal canteens</b></p> <ul style="list-style-type: none"> <li>• It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food.</li> <li>• Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade.</li> <li>• The school's catering contractors will continue to follow the Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices in food preparation</a>, <a href="#">Hazard Analysis and Critical Control Point (HACCP)</a> processes, and preventative practices (<a href="#">Pre-requisite Programs (PRPs)</a>) and the school will regularly monitor their performance.</li> <li>• Lunch tables will be thoroughly cleaned with detergent and disinfectant before each staggered lunch group.</li> </ul> <p><b>Bathrooms/Toilets</b></p> <ul style="list-style-type: none"> <li>• Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned.</li> <li>• Suitable hand washing facilities will be made available including running water, liquid soap and paper towels or hand driers and will be regularly monitored and re-stocked.</li> </ul> <p><b>Waste</b></p> <ul style="list-style-type: none"> <li>• Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way.</li> </ul>					
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<b>Maintaining appropriate cleaning regimes cont.</b>	Staff, Pupils, Parents, visitors, contractors	<b>Transmission of virus after development of symptoms by staff, pupils, or visitors on site</b>	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• As a minimum standard, cleaners will wear disposable gloves and an apron.</li> <li>• If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) <a href="#">Health Protection Team</a> to advise on this.</li> </ul> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li>• Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal.</li> <li>• All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells.</li> <li>• Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'.</li> <li>• The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> <li>○ a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <ul style="list-style-type: none"> <li>○ or</li> </ul> </li> <li>○ a household detergent followed by bleach disinfection (1000 ppm av.cl.). <ul style="list-style-type: none"> <li>○ or</li> </ul> </li> <li>○ if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> </ul>	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>		Completed
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		<ul style="list-style-type: none"> <li>• Cleaning products will not be mixed together as this can create toxic fumes.</li> <li>• The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to</li> <li>• Cleaners will Avoid creating splashes and spray when cleaning.</li> <li>• When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li> <li>• Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Items will be washed in accordance with the manufacturer's instructions.</li> <li>• The warmest water setting will be used, and items will be allowed to dry completely.</li> <li>• Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</li> <li>• To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing.</li> <li>• Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below.</li> <li>• Anything used for transporting laundry with be cleaned and disinfected following the methodology described above.</li> </ul> <p><b>Waste</b> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p>					
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AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> <li>○ put in a plastic rubbish bag and tied when full.</li> <li>○ placed in a second bin bag and tied.</li> <li>○ put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>● Waste will be stored safely and kept away from children.</li> <li>● It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>● If the individual tests negative, waste will be put in with the normal waste</li> <li>● If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste</li> <li>● If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor</li> </ul>					
Keeping paces well ventilated	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>● Adequate ventilation can reduce how much virus is in the air and can therefore help reduce the risk from aerosol transmission. However, it has minimal impact on droplet transmission between individuals in close contact or surface contamination, which are still the main transmission vectors for the virus.</li> <li>● Efficient ventilation should be treated as one control measure among many and is not solution on its own. The school will ensure that mechanical ventilation systems are maintained and running effectively, with fresh air only supplied or a combination of fresh air and recirculated air.</li> </ul>	Moderate	Possible	Medium	<p>Windows will be kept open where possible whilst maintaining a comfortable working temperature.</p> <p>Doors must be closed upon evacuation for a fire.</p>	Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Where mechanical ventilation systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting.</li> </ul> <p>Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation.</p>					
<b>Staff and Pupils that are clinically extremely vulnerable (CEV)</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased vulnerability to virus</b>	<ul style="list-style-type: none"> <li>All CEV children and young people are to attend school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for Coronavirus.</li> <li>Staff who are CEV will be required to attend work as normal if it is not possible or practical for them to work from home.</li> <li>Those staff that are CEV may wish to take extra precautions within their own control to protect themselves, both in and out of work, and the school will direct them to the CEV guidance to help minimise exposure to the virus <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></li> <li>The school will support the DHSC in encouraging vaccine take up, because this is ultimately the primary solution for protecting all staff.</li> </ul>	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>	CEV staff will be asked to voice any concerns and these will be addressed on an individual basis.	Completed

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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Those who are anxious about returning to school			<ul style="list-style-type: none"> <li>The school will ensure that support is in place to address the concerns of anyone that is anxious about returning.</li> <li>The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school and the requirement under national guidance.</li> <li>The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</li> <li>The school will utilise sources of support to help those experiencing emotions such as anxiety or stress, such as <a href="https://www.gov.uk/guidance/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges">Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</a></li> </ul>	Moderate	Possible	Medium	<p>SLT have an open door policy and welcome all staff who are feeling anxious to voice their concerns.</p> <p>Details of Validium which offers staff wellbeing support are available in the staff handbook.</p>	Completed
Communication and consultation	Staff, Pupils, Parents, visitors, contractors	Lack of awareness of national and local COVID measures leading to increased transmission of virus	<ul style="list-style-type: none"> <li>This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency.</li> <li>It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the <a href="https://www.gov.uk/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>	Moderate	Possible	Medium	Risk assessment to be shared.	Completed  2 <sup>nd</sup> Sept – Parents

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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers</li> <li>It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this</li> <li>Children/young people will be encouraged to learn and practise good hygiene habits through games, songs, and repetition.</li> </ul>					
<b>Foreign travel during summer break</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased transmission of virus</b>	<ul style="list-style-type: none"> <li>It has been made explicit to staff, parents and pupils that if they are travelling abroad for the summer holidays, that they will be required to adhere to the current testing and quarantine rules of the country being visited and the UK when returning. The latest guidance on quarantine <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> has been share with all parties.</li> <li>If families are returning from foreign travel towards the end of the summer break and they are required to quarantine, that hey inform the school and they must not return to school until the 14-day quarantine period has finished.</li> <li>staff will need to be available to work in school from the start of the autumn term. Therefore, the school has discussed leave arrangements with staff before the end of the summer term to avoid this occurrence as far as is practicable.</li> </ul>	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>		Completed

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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>There is also a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>					
<b>Educational Visits</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased risk of transmission</b>  <b>Risk of trip cancellation and significant financial loss</b>	<ul style="list-style-type: none"> <li>Domestic residential visits will resume from the beginning of September 2021. However, the school will not organise any such trips unless it can be guaranteed that financial protection against cancellation for COVID reasons is provided, or the ability to reschedule free of charge.</li> <li>Non-residential domestic educational visits will continue as normal.</li> <li>These trips will include any trips for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc.).</li> <li>Trips will be carried out in accordance with all current council trip planning and risk assessment measures in place.</li> <li>Specific protective measures in respect of COVID-19 will remain in place, e.g. enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination.</li> <li>The school will also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	Minor	Possible	Low		Completed

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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>In the event of an outbreak at the school, it may be necessary to put a hold on trips.</li> </ul>					
Extra-curricular provision	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>The school will resume breakfast and after-school provision, from the start of the autumn term as this will aid the wider running of the school when returning to full capacity.</li> <li>The school will consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> for support in planning extra-curricular provision.</li> <li>Parents using childcare providers or out of school activities for their children, have been encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.</li> </ul>	Moderate	Possible	Medium	Aktiva have implemented their own protective measure in line with guidance for extra curricular provision.	Completed
Specific curriculum related hazards	Staff Pupils	Increased risk of transmission	<p><b>Music</b></p> <ul style="list-style-type: none"> <li>The music department risk assessment will be reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls.</li> <li>External music providers, e.g. peripatetic teachers and the music service will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school.</li> </ul> <p><b>Physical Activity</b></p> <ul style="list-style-type: none"> <li>The P.E. department risk assessment will be reviewed to explore preventative</li> </ul>	Moderate	Possible	Medium	<p>Singing in school is now permitted, although it should not be face to face.</p> <p>Due to the sharing of equipment, children will sanitise their hands at the beginning of PE and music lessons.</p>	Completed

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				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>measures further and provide greater detail on the COVID-19 controls.</p> <ul style="list-style-type: none"> <li>The school will continue to work with external coaches, clubs, and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. External providers will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school.</li> <li>Risk assessments for physical activity will be reviewed and the school will refer to the following sources of advice:</li> <li><a href="#">Guidance on the phased return of sport and recreation</a></li> <li>Guidance from <a href="#">Sport England</a> on grassroot sport</li> <li><a href="#">Association for Physical Education</a>.</li> <li><a href="#">Youth Sports Trust</a></li> </ul>					
Behaviour	Staff, Pupils, Parents, visitors, contractors	Increased challenging behaviour caused by the emotional impact of coronavirus, leading to unsafe acts.	<ul style="list-style-type: none"> <li>Behaviour and a breakdown of discipline can have a direct and adverse effect on safety and health and the school has therefore updated its Behaviour Policy with new rules, setting clear, reasonable, and proportionate expectations of pupil behaviour considering COVID-19.</li> <li>The guidelines at <a href="#">Behaviour and discipline in schools</a> has been referred to in preparation of the policy.</li> <li>The school will communicate these new rules clearly to staff, pupils and parents prior to the beginning of the autumn term, setting out clearly the consequences for poor behaviour, deliberate breaking of the rules and how those rules will be enforced, what sanctions will be in place, and how good behaviour will be rewarded.</li> </ul>	Moderate	Possible	Medium	<p>All routines and behaviour expectations are revisited in the Autumn Term. Any children who are identified as requiring additional support will be assessed individually.</p> <p>The PSHE scheme of work includes a topic on 'recovery' after Covid.</p> <p>All safeguarding policies and procedures will be revisited on the INSET day.</p>	Completed – to be monitored

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	Increased transmission of the virus, and/or increased severity of health risks	<ul style="list-style-type: none"> <li>The school will keep their Business Continuity and Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19, including how every child, pupil or student will continue to receive quality education and care</li> <li>The LA's outbreak management plan for schools will be closely followed</li> <li>According to current guidance, if the school has several confirmed cases within 14 days, this may indicate an outbreak and the school will work closely with the LA's Public Health team and if necessary the North West London Health Protection Team who will advise if additional action is required.</li> <li>COVID-19 is a virus that we will have to live with going forward, and therefore it is likely that outbreaks will be determined by the strain of coronavirus identified in the positive cases, i.e. VOCs, which are new/unknown, or for which there is evidence of greater health risks.</li> <li>For outbreaks affecting a specific area, or the borough as a whole, ministers may offer the area enhanced response package, in which case the LA and school will follow any instructions given.</li> <li>If an outbreak is confirmed, the LA's Director of Public health might advise the school to temporarily revert to previous risk assessments (e.g. Step 3) and reintroduce some control measures.</li> <li>For outbreaks at school level, this will be managed on a case by case basis in conjunction with the LA's Public Health Team. The actual measures necessary may vary from case to case, but the school's Business Continuity and Emergency</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			Response and Recovery plans have been prepared for the following possibilities:					
Outbreaks - Testing			<ul style="list-style-type: none"> <li>Reintroduction of asymptomatic testing</li> <li>Pupils/students to increase the use of home testing</li> <li>Staff advised to increase the use of home testing</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks – Social Distancing			<ul style="list-style-type: none"> <li>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks – Face Coverings			<ul style="list-style-type: none"> <li>The temporary wearing of face coverings by staff in communal areas and/or classrooms</li> <li>The temporary wearing of face coverings by pupils/students in communal areas and/or classrooms</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks - Shielding			<ul style="list-style-type: none"> <li>In the event of a major outbreak or introduction of a VoC that poses a significant risk to individuals on the shielded patient list (SPL) shielding may be reintroduced. This can only be done by national government and a major outbreak will likely be one that is area or borough-wide, rather than an individual school.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks - Attendance			<ul style="list-style-type: none"> <li>Attendance restrictions will only be considered in extreme circumstances and as a last resort. Any decision to do so will be based on scientific and public health advice.</li> <li>If necessary, high quality remote education will be provided to those pupils/students not in attendance.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Priority will be given to vulnerable young people and the children of critical workers to attend school according to their normal timetables.</li> </ul>					
Outbreaks – Educational Visits			<ul style="list-style-type: none"> <li>Residential visits will be limited or put on hold.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks – Events			<ul style="list-style-type: none"> <li>Events such as open days, transition or taster days, performances and fairs may have to be postponed.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Outbreaks – Visitors to site			<ul style="list-style-type: none"> <li>Only essential visitors able to attend site, i.e. those required for the continued operation of the school, for reasons of education, safety, and welfare.</li> </ul>	Moderate	Possible	Medium	Any outbreaks will be dealt with using the guidance on page 6 & 7 of the Schools Covid Operational Guidance dated 17/08/21	
Signed: Name:	<i>David Woodward</i> David Woodward – Chair of Finance & Premises Committee			Assessment Date: 21.01.22			Further action required: N	