

CORONAVIRUS (COVID-19) RISK ASSESSMENT

Peareswood Primary School

Purpose

This purpose of this assessment is to ensure that suitable measures are taken to reduce potential exposure to the COVID-19 virus*. The control measures will be informed by the Government / Public Health England advice.

The purpose of the assessment is to identify what needs to be done to control health and safety risks as identified under *Regulation 3 of the Management of Health and Safety at Work Regulations 1999*.

Management actions

This risk assessment should be reviewed by the school management team and treated as a live document. It should be reviewed and revised appropriately whenever there are changes to the school operations. Even if no changes take place it is advisable to review this risk assessment weekly during the COVID-19 pandemic and be informed by the latest guidance.

* Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Coronavirus risk assessment

Peareswood Primary School

Original assessment conducted by: Dawn Sydee, Executive Officer	Weekly ongoing reviews by: Head Teacher/SBM	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Reviewed and signed off by:	Head Teacher	Handsam preopening survey: 03.06.2020
Date of assessment: 24 September 2021	Review interval: weekly	Date of next review: 1 October 2021

Related documents				
Health and Safety, First Aid Policy, Business Continuity Plan				
	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2029 (COVID-19).
Schools need to ensure this risk assessment reflects local arrangements.**

PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.

PLEASE SEE:

General Advice

List of all general Coronavirus (COVID-19) guidance: <https://www.gov.uk/government/collections/coronavirus-COVID-19-list-of-guidance>

General .GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

DfE Advice

List of all DfE Coronavirus (COVID-19) guidance for schools: <https://www.gov.uk/government/collections/coronavirus-COVID-19-guidance-for-schools-and-other-educational-settings>

Reopening of Schools in September 2020 guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

DfE advice for safe working in Education Settings, including PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care/safe-working-in-education-childcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

DfE Social Distancing in Education settings guidance: <https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-social-distancing-in-education-and-childcare-settings>

DfE Primary-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-2-june/planning-guide-for-primary-schools>

DfE Second-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-2-june/planning-guide-for-secondary-schools>

DfE Scientific Advice regarding COVID-19: <https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-COVID-19>

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings?utm_source=24399e54-42d4-4c63-b0fe-2d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

HSE Advice

List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

Plus HSE documents: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

ACAS Advice

ACAS Mental Health at Work during Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - https://www.hse.gov.uk/riddor/ - The Health Protection (Notification) Regulations 2010 - http://www.legislation.gov.uk/ukxi/2020/659/contents/made - Public Health England (PHE) (2027) 'Health protection in schools and other childcare facilities' - https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities - DfE and PHE (2020) 'COVID-19: guidance for educational settings as shown above. 	Y	Head Teacher SBM		M
	H	<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local Health Protection Team (HPT) - Local Outbreak prevention, preparedness and control – A guide for Early Years Setting 	Y	Head Teacher / SBM		M

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		<ul style="list-style-type: none"> <li data-bbox="472 336 1400 437">• If you are advised that you need to get a PCR test please follow the link to book at a walk in centre https://www.gov.uk/get-coronavirus-test so that results are returned quickly. <li data-bbox="472 480 1400 580">• Confirmed Covid-19 Next steps: Schools should still notify the Local Authority of all confirmed COVID-19 cases, the new form will be shared with schools in the new term. <li data-bbox="472 600 1400 700">• SEND Coordinators should email the names of isolating pupils with Education Health and Care Plans to the Integrated Children's Disability Services. <li data-bbox="472 719 1400 820">• For staff cases, schools should contact the government's Self-Isolation Hub on 020 3743 6715 to provide details of workplace (staff) close contacts. <li data-bbox="472 839 1400 1023">• If there are several cases, schools should consider whether the thresholds are met for outbreak management measures as set out in the Education Contingency Framework. Further advice can be sought from the DfE Helpline on 0800 046 8687 option 1, who can escalate queries to the PHE Health Protection Team if required. <li data-bbox="472 1042 1400 1099">• Pupils need to bring in their own filled water bottle or use disposable cups provided. <li data-bbox="472 1118 1400 1139">• Packed lunches can be brought into school. <li data-bbox="472 1158 1400 1179">• Guidance to be sent to parents reinforcing school is a nut free zone <li data-bbox="472 1198 1400 1299">• The management of known allergies or other medical conditions will continue in the same way as normal ensuring relevant information is passed to catering staff. <li data-bbox="472 1318 1400 1418">• Sun cream guidance: If students are capable they should apply sun cream themselves under suitably distanced supervision by a staff member. And if students are not capable then they should attend 				

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		school already having had sun cream factor 50+ or '8-hour' sun cream applied at home.				
Effective Communication	H	<ul style="list-style-type: none"> All first aiders on site report immediately to the Headship team about any suspected cases of Covid-19. All suspected cases staff or pupil must isolate within the schools isolation room. A PCR test must be taken as soon as possible. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. School is communicating by Arbor. The school's website will be kept up-to-date with any information regarding reopening, e.g. dates and local arrangements and a copy of the school's latest risk assessment. 	Yes	Office Team, SBM & Head Teacher		M
Travelling to Work Employees commuting / travelling to and from their place of work.	H	<ul style="list-style-type: none"> Staff travelling to work by public transport are requested by TFL to continue to wear a mask. Staff should travel by car, walk or cycle where possible. If staff need to use public transport, they should wear a mask at all times, keep hand sanitiser with them (the school can provide this if needed) and sit away from other passengers. Any staff member wearing a washable mask to and from work should keep the mask in their personal bag/rucksack in a sealed plastic bag and ensure this is washed each day. If disposable masks are worn, these should again be stored during the day in a sealed plastic bag and taken home to dispose of safely. Staff to inform the SBM when they plan to return to work after having coronavirus All visitors to school will need to sign in using Inentry and hand sanitise before and after use. 	Yes	Head Teacher / SBM		M
	H		Yes	Head Teacher / SBM		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Entry to the site Access and egress at the premises and Social distancing	H	<ul style="list-style-type: none"> All Staff to use staff badges to sign into the Inventory system. All students can sign in using Inventory system and hand sanitise before and after use. Staff must use the hand sanitiser provided before entering the main entrance to the school. Notices will be displayed at entrances – stating that if anyone feels unwell with COVID-19 symptoms, such as a fever, persistent cough or change in their normal sense of taste or smell (anosmia) or difficulty in breathing, they are not to enter the site. Any pupil or member of staff with symptoms or any who display signs of being unwell, such as having a cough, fever, change in their normal sense of taste or smell (anosmia) or difficulty in breathing, will be asked discretely to return home to follow guidance in Appendix 1. Staff should follow Appendix 2 as well. Hand sanitisers will be available within the school site. All staff have been sent Appendix 1 and 2. 	Yes	Head Teacher / SBM/ PM		M
Shift patterns, working groups and working arrangements (pupils and all staff)	H	<ul style="list-style-type: none"> All staff and children return to school as normal. 	Yes	Head Teacher / SBM		M
Use of supply teaching staff	H	<ul style="list-style-type: none"> Where possible supply teachers will be contracted via known agencies to ensure that there is a mechanism in place to inform the school should the supply worker subsequently develop symptoms or test positive for COVID-19. 	Yes	PL/SBM		M

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		<ul style="list-style-type: none"> Supply teachers should be fully briefed, both verbally and in writing, in all the arrangements in place at this time prior to commencing their assignment. Supply teachers should sign to say that they have been fully briefed and understand the arrangements and what they need to do to comply with them. Staff and essential visitors can wear face coverings if they wish to. 				
<p>General Site Arrangements</p> <p>Exposure via movement to and from employee work areas.</p>	H	<p>Parents have been advised in letter via Arbor on 6/9/21:</p> <ul style="list-style-type: none"> Drop off and collection times return to normal. Hot lunches for children and hot or cold lunches for staff. We will be utilising the halls for lunch service which will be delivered in key stages with effect from 8/9/21. Play times and lunch play will also be in key stages with effect from 8/9/21. Outdoor spaces will be utilised to enable as much of the school day as possible to take place outside School assemblies will take place in key stages. All offices will remain as closed-door with 'knock and wait for a response' signage – no staff or pupils are to enter any office spaces. Gate Keys to be left in box provided and staff returning registers need to advise office team this has been done. Phone calls to parents must be made in first aid room not school office. Staff have been reminded about Clear desk (GDPR) and tidy space policy will apply for all areas in order to allow efficient cleaning of surfaces at end of each day. Staff using the photocopiers are to have one staff using and one staff queuing only. Posters will be displayed as reminder to hand sanitise before and after using the photocopiers. 	Yes	Head Teacher / SBM / PM		M

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	H	<p>Ventilation and Heating arrangements around the school: Keeping occupied spaces well ventilated</p> <ul style="list-style-type: none"> • Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Roof lights around the building are permanently open as are high level windows in Wise Oak hall. • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. 	Yes	Head Teacher / SBM / PM / SLT		M

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	H	<ul style="list-style-type: none"> Increased ventilation may make school buildings cooler than usual over the winter months. While schools will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. 	Yes	Head Teacher/SBM / PM		M
Cleaning / Hygiene and PPE guidance	H	<ul style="list-style-type: none"> The site will have a thorough clean before activities start for the day, then periodically and after finishing for the day including all "touch points" e.g. light switches, handrails, door handles, controls, toilet flushes etc. with suitable disinfectant spray to reduce possible spread – cleaning will be recorded with time and date and signed by cleaning contractors. Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID -19. Dispose of routine waste as normal, placing any used cloths or wipes in "black bag" waste bins. It is not necessary to put them in an extra bag or store them for a time before throwing them away. Public areas where a symptomatic person has passed through and spent minimal time, but which are not contaminated with bodily fluids, such as corridors, can be cleaned as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as toilets, door handles, grab rails in corridors and stairwells. 	Yes	Head Teacher / SBM / PM		M
	H	<ul style="list-style-type: none"> The use of disposable cloths/mops or paper rolls to clean all hard surfaces such as floors and chairs – one wipe in one direction. Equipment will be provided for each child and thoroughly cleaned at the end of their time in school. 	Yes	Head Teacher / SBM / PM		M

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		<ul style="list-style-type: none"> • Before Chrome books and iPads are used by pupils/adult, they must either wash hands or use hand sanitiser. • The Premises Manager/SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. • Cleaning will be taking place more frequently throughout the school day, meaning some areas may be out of bounds throughout the days whilst cleaning and disinfecting takes place. Teachers/Support staff to ensure all areas within Bubbles are clear to enable thorough cleaning. Premises Manager to alert Cleaning supervisor if there are any cleaning issues. • Personal handwashing will take place regularly. • Hand sanitiser and disinfectant cleaning materials will be provided to all staff, to sanitise hands and disinfect workspaces and in classrooms to reduce queues at wash stations. Please remember to use the 5l bottles to top up classroom pump sanitisers as the products are the same. • A daily review of stock and facilities will be undertaken to ensure the school is safe for opening the next day. If you require any support with cleaning or facilities, please speak with your Premises Manager. • Catering and cleaning contractors will be following strict health and safety guidelines and you may see some changes in the way that they operate. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national COVID-19 guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • Full PPE must be worn by the first aider if there is a suspected case of Covid-19. 				

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		<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently. 				
<p>First Aid, Ill health and At risk personnel attending site (underlying health conditions, pregnant, partner of key frontline worker, and other elevated risk issues).</p>	H	<ul style="list-style-type: none"> There will be one person who has a full paediatric first aid (PFA) certificate on the premises at all times when pupils are present. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature or change in, your normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Sickness and diarrhoea, thought to be one of the symptoms seen in pupils, has now been removed from the list of possible symptoms. Pupils with sickness and diarrhoea should not return to school for 48 hours. At any point during the day, if any member of staff or pupil displaying signs of being unwell, they will be moved to the designated isolation area in the school. All areas will be deep cleaned following any isolation requirements. First aiders, if you are in a room with a child with symptoms then please ensure windows are open. After the child leaves then the room must be wiped clean. The relevant member of staff calls for emergency assistance immediately if pupils' or staffs' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by the first aider/office team. 	Yes	Head Teacher / SBM		M

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	H	<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made the unwell pupil waiting to go home should be kept in the designated isolation area, monitored by a member of staff where they can be at least two metres away from others until contact with the parent is made. • Should the school be unable to contact the parents of an unwell child, or should a child fail to be collected at the end of the day, the Head Teacher in consultation with the DoE should assess the situation and as a last result consideration should be made as to whether it is feasible to transport the child home. If so, the following controls would apply: <ul style="list-style-type: none"> - Does the age/size of the child mean they need to be in a car seat (and is one available?) - Masks should be worn by everyone involved to endeavour to stop transmission. - The car used should also be disinfected/cleaned as fully as possible. • Any pupil or staff member who display signs of infection should go home immediately, or as soon as practicable, for pupils' parents should be contacted to collect the child. Staff and parents are advised to follow Appendix 1/ Staff should follow Appendix 2 as well. • Areas used by unwell staff and pupils who need to go home are evacuated immediately and appropriately cleaned once vacated using appropriate PPE. • If unwell pupils and staff are waiting to go home, they will be advised of specific toilets to use different to the rest of the school to minimise the spread of infection. If a toilet is used it must be isolated and cleaned once vacated using appropriate PPE. 	Yes	Head Teacher / SBM / SLT		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Non-compliance with Early Years Foundation Stage framework if no available paediatric first aid staff in	H	<ul style="list-style-type: none"> If a Paediatric trained first aider is not available, there will be a member of staff with an up-to-date First Aid @ Work certificate on site at all times when Early Years pupils are present. Reduce activities that could increase risks of accidents for the pupils in school. The main difference between paediatric and first aid at work is the pressure of compressions for resuscitation. Further information can be found at: Department For Education: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf 	Y	Head Teacher / SBL / SLY		L
Primary caregivers unable to attend work	M	<ul style="list-style-type: none"> Staff who are primary caregivers are now able to attend work, these staff members should follow all measures in place and speak to their Head with any concerns. 	Yes	Head Teacher Staff Member		L
Critically Extremely Vulnerable Staff	H	<ul style="list-style-type: none"> The Trust is following the current Government guidelines. 	Yes	Head Teacher		L
Increased risk of domestic violence	H	<ul style="list-style-type: none"> Links with Domestic Violence to be advertised widely to staff Employee Assistance Programme to be advertised widely to staff Line Managers to understand signs and symptoms of domestic abuse and know who to sign post to Additional counselling to be provided to staff members affected 	Yes	Head Teacher Line Managers		M
People with disabilities and their ability to access work	M	<ul style="list-style-type: none"> Adequate training and support to be given to staff who require it Adequate equipment to be provided to enable them to access work Staff members to work from home if their disabilities mean they cannot meet above measures such as social distancing, ability to maintain additional high levels of hygiene OH referral to take place 	Yes	Head Teacher		L

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Risk of spread of infection	H	<ul style="list-style-type: none"> • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus (COVID-19) use PPE including protection for the eyes, mouth and nose, as well as wearing gloves and an apron. (staff have the option to bring a change of clothes) • Parents are informed via Arbor/Website not to bring their pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus • Please refer to Appendix 1. 	Yes	Premises Team/Office Team/SBM and Head Teacher		M
Visitors and Contractors Physical contact with site visitors and customers.	H	<ul style="list-style-type: none"> • Essential visitors must follow site rules as per staff and sign in using Inventory and hand sanitise before and after use. • SLT/SBM will be nominated to deal with visitor and contractor arrangements. • Essential visitors are advised to wear face coverings whilst in school communal areas where social distancing is not always possible. 	Yes	Head Teacher / SBM		M

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Use of PPE equipment Exposure to virus during first aid treatment/temperature recording	H	<ul style="list-style-type: none"> PPE will be provided for high risk situations such as administering first aid. Wash your hands or use hand sanitiser before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them. 	Y	Head Teacher		M
Employee with mental wellbeing/affected by COVID, anxiety attending work	H	<ul style="list-style-type: none"> All employees within the Woodland Academy Trust receive access to a free Employee Assistance Programme. Staff have been resent information by KE on 27/1/2021 where they can have a live chat with someone to receive instant support. The Employee Assistance is provided by Education Support, for education professionals by educational professionals. They can be contacted at any time of day or night by calling 08000 562 562. <ul style="list-style-type: none"> Wellbeing at work Building positive relationships Teaching and the menopause <p>A higher level of counselling support is also available for staff. Staff members will refer themselves by contacting Karys Eagle, keagle@nhp.bexley.sch.uk.</p>	Y	Head Teacher/		M
Canteen / rest areas	H	<ul style="list-style-type: none"> Regularity of cleaning work surfaces within the staff room/kitchen area to be maintained. Staffrooms and kitchen areas will reopen. 	Y	Head Teacher/SLT SBM		M

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New or Expectant Mothers	H	<ul style="list-style-type: none"> In accordance with government guidance expectant mothers can now return to work. Adherence to site rules regarding COVID-19 – communicated. HR/LM to carry out a specific risk assessment for each individual new or expectant mum and implement any identified additional controls. 	Y	Head Teacher		M
Accidents, security and other incidents	H	<ul style="list-style-type: none"> SLT will communicate the message that safety will often override health issues - in an emergency, for example, an accident, fire, or break-in. Hygiene measures would then continue including washing hands. 	Y	Head Teacher/SLT		M
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. Appropriate space utilised in school to cater for the number and age of the pupils attending. If this proves a difficulty the member of premises team and Head Teacher/SBM should be informed immediately 	Yes	Head Teacher and SBM		M
Safeguarding and Emergencies	H	<ul style="list-style-type: none"> Designated safeguarding lead to be on site at all times Designated first aider to be on site at all times Email communication and updates continue. The DSL/SBM ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Staff and pupil bereavement is managed in line with the Bereavement Policy. All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted immediately in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Yes	Head Teacher, SBM, Office Team/First Aider		M

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		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
Premises – where areas of the site/areas of the site have been closed.	M	<ul style="list-style-type: none"> The premises manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The premises manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Roof and loft inspections are not carried out by untrained personnel. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The premises manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The premises manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The premises manager checks all security systems for integrity and that they are in working order. The SBM makes insurers aware of the building’s state of use. The Head Teacher ensures that the insurer’s risk mitigation requirements are enacted and observed. All key holder information is updated in accordance with the insurer’s instructions, where required. The premises manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. 	Yes	Premises Manager Head Teacher SBM		L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Any hazards found during checks on the premises are reported to the Head Teacher as soon as possible and issues are resolved prior to school reopening to more pupils. The Head Teacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. The Head Teacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The premises manager arranges for any changes to the premises to be made to account for social distancing measures. 	Y	Premises Manager Head Teacher SBM		L
Gas supply, systems and equipment where areas of the site have been closed.	M	<ul style="list-style-type: none"> If required following inspection by the premises team a suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. If required following inspection by the premises team a suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. If required following inspection by the premises team a suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. The premises manager checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. 	Yes	Premises Manager Head Teacher SBM		L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Electrical supply, systems and equipment where areas of the site have been closed.	M	<ul style="list-style-type: none"> • If required following inspection by the premises team a suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • The relevant staff check that all phone and broadband connectivity is in working order. • If required following inspection by the premises team a suitably trained technician checks that the main and emergency lights are in working order. • The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. • The premises manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 		Premises Manager Head Teacher SBM		L
Heating and ventilation where areas of the site have been closed.	M	<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The premises manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Yes	Premises Manager Head Teacher SBM		L
Fire safety and evacuation routes where areas of	M	<ul style="list-style-type: none"> • With effect from 22 September 2021, Fire evacuation/alarm procedures and meeting points return to the field where the class markers are. Your class name is on a marker where you should now line up with your children. 	Yes	Premises Manager		L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
the site have been closed.		<ul style="list-style-type: none"> • If required following inspection by the premises team a suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • The fire safety officer and Head Teacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access. • An email has been sent to Fire Marshalls with areas of responsibility on 22 September 2021; • All Fire marshalls will undertake specific training with the National College; • An email to staff on changes to the fire meeting points was sent on 22 September 2021. • A Fire Drill will take place in term 1 – 2021-22. 	Yes	Head Teacher SBM		L
Water storage, drainage systems and sanitary appliances Where areas of the site have been closed.	M	<ul style="list-style-type: none"> • A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. • All water systems are thoroughly flushed, e.g. toilets and taps, and the premises manager commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush lime scale and bacteria build-up. • If required following inspection by the premises team a suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 	Yes	Premises Manager Head Teacher SBM		L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
On-site pre-school provision Impact on school	H	<ul style="list-style-type: none"> • The school to see sight of the providers risk assessment - adequate consideration must be given to the function of the pre-school setting where the provision impacts on the school i.e. parents arriving – mitigate risk with staggered entry times. • Continual monitoring of said Risk Assessment by the pre-school provision to take place on a regular basis. • The on-site provision is fully responsible for its own insurance and liabilities under the licence which continues under a pandemic situation. • The on-site provision should share their risk assessment with their insurers and request approval to open. • Visual evidence of controls in place as requested by school should be provided to fully satisfy the Trust’s own Risk Assessment strategy. • This due diligence process should be completed prior to any on-site provision operating on the site they are licenced for as this would be an unacceptable COVID-19 risk. • The due diligence process influences any decision by the Trust Board as to whether the school, on Head Teacher sites the providers operate, can themselves be deemed safe to open. 	Yes	Head Teacher / SBL		L