

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done																																	
	<p>Posters present to limit entry to parents.</p> <p>Email address and telephone contact for parents</p>	<ul style="list-style-type: none"> • Staff member to be on duty to supervise • Staggered drop off times and length of time for drop off and locations; • <table border="1" data-bbox="806 414 1400 949"> <thead> <tr> <th>year group</th> <th>Drop off times</th> <th>Approx no of children</th> </tr> </thead> <tbody> <tr> <td>Y5/6</td> <td>8:45 – and before 8:55</td> <td>103</td> </tr> <tr> <td>Y3/4</td> <td>8:55 – 9 10</td> <td>96</td> </tr> <tr> <td>Y1/2</td> <td>8.55– 9:10</td> <td>85</td> </tr> <tr> <td>Reception</td> <td>8.55- 9.10</td> <td>37</td> </tr> <tr> <td>Nursery</td> <td>normal am and pm times</td> <td></td> </tr> </tbody> </table> <p>Staggered Collection times</p> <table border="1" data-bbox="806 1045 1400 1348"> <thead> <tr> <th>Year group</th> <th>Collection time</th> <th>Approx no of children</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>3pm</td> <td>38</td> </tr> <tr> <td>Year 1/2</td> <td>3:10</td> <td>85</td> </tr> <tr> <td>Year 5/6</td> <td>3:20</td> <td>103</td> </tr> <tr> <td>Year 3/4</td> <td>3.30</td> <td>96</td> </tr> </tbody> </table> <p>Reception children with brothers and sisters in KS2 can be picked up at the same time as siblings.</p>	year group	Drop off times	Approx no of children	Y5/6	8:45 – and before 8:55	103	Y3/4	8:55 – 9 10	96	Y1/2	8.55– 9:10	85	Reception	8.55- 9.10	37	Nursery	normal am and pm times		Year group	Collection time	Approx no of children	Reception	3pm	38	Year 1/2	3:10	85	Year 5/6	3:20	103	Year 3/4	3.30	96	<p>Louise Lidgard to send information to parents out</p> <p>Staff covering information to be sent out</p>	<p>17.07.20</p>	
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		<table border="1" data-bbox="806 215 1400 798"> <tr> <td data-bbox="806 215 981 263">Year Group/Bubble</td> <td data-bbox="981 215 1400 263">Drop off/collection point</td> </tr> <tr> <td data-bbox="806 263 981 327">Nursery</td> <td data-bbox="981 263 1400 327">Nursery door</td> </tr> <tr> <td data-bbox="806 327 981 391">Reception</td> <td data-bbox="981 327 1400 391">Reception door</td> </tr> <tr> <td data-bbox="806 391 981 454">Year 1</td> <td data-bbox="981 391 1400 454">Year 1 door</td> </tr> <tr> <td data-bbox="806 454 981 518">Year 2</td> <td data-bbox="981 454 1400 518">KS1 cloakroom/playground</td> </tr> <tr> <td data-bbox="806 518 981 582">Year 3/4</td> <td data-bbox="981 518 1400 582">KS2 cloakroom/ playground</td> </tr> <tr> <td data-bbox="806 582 981 646">Year 5</td> <td data-bbox="981 582 1400 646">Year 5 classroom doors</td> </tr> <tr> <td data-bbox="806 646 981 710">Year 6</td> <td data-bbox="981 646 1400 710">Ks 2 cloakroom/y6 door if late.</td> </tr> </table> <p data-bbox="806 821 918 853">Classrooms</p> <ul data-bbox="851 885 1400 1412" style="list-style-type: none"> • Children will work predominantly from their classroom. In some year groups sets will used and children take own equipment. • Rules linked to the Schools Behaviour Policy created and discussed with children. This will be revisited and reviewed frequently with children. • Lessons planned for individual work or paired work. • Where possible staff to be at front or side or back of room • If close feedback or communication needed – side to side not facing child • Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom 	Year Group/Bubble	Drop off/collection point	Nursery	Nursery door	Reception	Reception door	Year 1	Year 1 door	Year 2	KS1 cloakroom/playground	Year 3/4	KS2 cloakroom/ playground	Year 5	Year 5 classroom doors	Year 6	Ks 2 cloakroom/y6 door if late.	Classroom Teachers	Summer Holidays to complete in place for 01.09.20	
Year Group/Bubble	Drop off/collection point																				
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		<ul style="list-style-type: none"> • Children stay in their class for the majority of the time, Reception and Y6 to have lunch in classroom • PE kits to be worn on PE days- parentmail information sent. • When moving around – children move in small groups and managed by teacher to carpet and to tables etc. • Sitting on the carpet needs to be as spread out as possible (some could sit at tables) • Ensure good ventilation in each classroom all day • PE outside wherever possible to prevent the use of shared hall. • For frequently used equipment (pens, pencils etc) – children will be given their own set – therefore there will be no need to be moving to collect items. • Tubs of resources for pairs if needed – Numicom etc • Resources on tables ready for lesson and not distributed within the lesson • Children encouraged to wash hands / use hand gel before lessons and after each lesson • Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day • Resources if shared within the day to be cleaned after use or at the end of the day. • All surfaces left clear at end of the day <p>Playtimes</p> <ul style="list-style-type: none"> • Children from different bubbles will not be allowed to play together or socialise. some phases will be at the same time but on 			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done						
		<p>different parts of the playground/field</p> <ul style="list-style-type: none"> • Reduced play equipment – allocated to each year group. Equipment cleaned in-between uses. • Phase leaders will rota staff for playtimes- two staff members per phase. <p>Lunchtimes</p> <ul style="list-style-type: none"> • Y1 and 2, Y3 and 4 to use the hall for lunch • Y5/6 school dinners to eat in hall from 28.9.20. Packed lunches to remain in classrooms. • Reception eat school lunches in the classrooms • Each group will have their own member of staff to supervise them over dinnertime • Reduced play equipment – allocated to each year group. Equipment cleaned in-between uses. • Lunchtime rota. <table border="1" data-bbox="808 1158 1359 1366"> <thead> <tr> <th data-bbox="808 1158 954 1225">Year group</th> <th data-bbox="954 1158 1180 1225">Eating Time</th> <th data-bbox="1180 1158 1359 1225">Outdoor playtime</th> </tr> </thead> <tbody> <tr> <td data-bbox="808 1225 954 1366">Reception</td> <td data-bbox="954 1225 1180 1366">Reception - 12.00 classroom</td> <td data-bbox="1180 1225 1359 1366">playtime 12:30 – 1:00 in Early Years outdoor area</td> </tr> </tbody> </table>	Year group	Eating Time	Outdoor playtime	Reception	Reception - 12.00 classroom	playtime 12:30 – 1:00 in Early Years outdoor area			
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		Year 1	11.55- 12.10 hall	12.10 – 12.45 Outside KS1 playground/ Field			
		Year 2	11.50- 12.05pm hall	12:05- 12.45 Outside KS1 playground/ field			
		Year 3 / 4	12:30 – 1:00 hall	12.00- 12.30pm Outside KS2 Playground			
		Year 5	12:15 – 12:30 hall	12.30-1.00 Outside KS2 field			
		Year 6	12:10 – 12.30 hall	12:30 – 1:00 Outside KS2 field			
		<p>Toilets</p> <ul style="list-style-type: none"> • Nursery-use Nursery toilets • Reception – use KS1 toilets • Year 1 and 2 to use Ks1 toilets • Years 3, 4, 5 and 6 to use KS2 toilets. • Y5 and 6 use disabled toilets during class time and in wet play. • Children instructed – if cubicles are in use – wait outside • Extra Signs in toilet re washing hands • Wedges for the toilet external toilet doors if not fire doors. 					

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>Corridors</p> <ul style="list-style-type: none"> • Agree instructions with children concerning going and returning to toilet • When moving class around the school -Staff keeping at least one metre away from children 			
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes may need to be reduced to maintain safe social distancing.</p>	<ul style="list-style-type: none"> • Outdoor spaces timetabled so that classes can work outside (KS1 playground, KS2 playground,) • Outdoor play equipment can be used. This will be placed on a rota basis – 1 week per year group. Equipment will be cleaned after use. 			
Visitors	<p>In addition to the normal Visitor Management Procedures which still apply, the following additional measures are being implemented.</p> <p>Where possible meetings should be held remotely.</p> <p>Where working on site is necessary numbers of visitors should be limited to only those required.</p>	<ul style="list-style-type: none"> • Steps must be taken to minimise the areas accessed and the number of personal contacts which will take place. • Suitable welfare facilities will be identified on site. Toilets are regularly cleaned throughout the day. • As part of the signing-in process visitors attention will be drawn to the QR code linked to the NHS app. • Anyone displaying symptoms of the virus should not come to site. • Wash your hands as you enter the site, using the sanitisers provided. • 2 metre social distancing to be practiced. • Respiratory hygiene - “Catch it. Bin it. Kill it”. 	Visitors and all staff		
Hygiene	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here .</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately</p>	<p>Louise Lidgard to communicate with parents</p> <p>All staff to have in place</p>	July 2020 and August 2020	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>Everyone encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or disinfectant / detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance.</p> <p>*Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues available.</p> <ul style="list-style-type: none"> • Hand gel dispenser placed on walls of all classrooms/main entrance to the school • Hand gel in large quantities • Soap dispensers and re-fills in each sink • Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Washing hands posters in all washing areas • Reminders how to wash hands properly – videos and posters • Procedure agreed for children to wash hands so thorough hand washing • Children sanitise before choosing reading books and leave the books in a box in KS1/EYFS • Books in Y3/4 sanitise before choosing one • Y5 and 6 books within the class bubbles. 			
<p>Vulnerable People</p>	<p>Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for clinically extremely vulnerable groups and clinically vulnerable groups to ensure their presence does not place them in a position of elevated risk of exposure.</p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of self-isolating if these are experienced.</p> <p>Head teacher will verify if any staff come into any of the government vulnerable categories. Where these are identified we will ensure government guidelines are followed and where necessary written risk assessments undertaken to identify and address specific needs.</p>	<p>Louise Lidgard</p>	<p>September</p>	

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		<p>Any action which is identified through the risk assessment process will be communicated to the Head-teacher or designated safety officer, so that the appropriate action can be taken</p> <p>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p> <ul style="list-style-type: none"> • Agree if staff are allowed to wear PPE when in school if they wish • Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute <p>Separate risk assessment for staff who are clinically vulnerable</p>			
First Aid	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p> <p>Appropriate PPE as outlined in the government advice to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available here.</p> <p>Non Covid First Aid (due to lack of space for a medical room we have decided...</p> <ul style="list-style-type: none"> • All staff First Aid trained through Educare 	All staff	In place	In place

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> • Each class to contain own First Aid equipment, each member of staff to have First Aid bag for taking outside. • Staff to administer First Aid treatment within class • Staff to use necessary PPE equipment when dealing with general first aid. • If contact needs to be made with office, this is via mobile phone. 			
<p>Students / Staff display symptoms</p>	<p>People (or those of their household) showing symptoms should remain at home and self isolate.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found here.</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2 mts cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students.</p>	<p><u>COVID-19 Symptoms</u></p> <p>Prevention</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. • No pupils, staff and other adults to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • If anyone in the school becomes unwell 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), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see 	<p>Louise Lidgard to communicate to staff and parents</p>	<p>July 2020</p>	

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	<p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p> <p>The symptomatic student's class should be monitored by staff to ensure no other possible cases arise.</p> <p>Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed.</p> <p>Where the staff member or student tests positive for COVID-19, the rest of their class should be sent home and advised to self-isolate for 14 days, more information on confirmed cases actions can be found here.</p>	<p>if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If the coronavirus test comes back negative they can come back into school.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to front entrance where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. COVID room procedure used. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on 			

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		<p>to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). If children attend for a COVID test the result is recorded on CPOMs. 			
Personal Protective Equipment (PPE)	<p>PPE guidance can be found here.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government. Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask</p>	<p>PPE available for staff to use for; Intimate care First Aid Children prone to spitting, biting</p> <p>Guidance posters and demonstration of using PPE correctly displayed and shared with staff.</p>	Louise Lidgard	March 2020	March 2020

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	<p>should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.</p>				
Cleaning arrangements	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p>	<p>Further guidance on cleaning in non-healthcare settings available here.</p> <p>See Middlesbrough cleaning Risk Assessment</p> <ul style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned throughout the day Daily clean to be completed at the end of every day Mid-day clean of all toilets and other touch point Nursery cleaned at mid-day All classrooms have a cleaning box with screen and cloths. 	Middlesbrough cleaning and caretaking	1.9.20	
Premises management Water Hygiene	<p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>Routine safety checks have continued throughout the lockdown and partial re-opening of schools. This is sufficient to protect the school water system. (This will be continued throughout the school holiday as is normal practice.)</p> <ul style="list-style-type: none"> The caretaker has continued to undertake all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks. The Trust have continued to undertake regular, routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT Testing, Mechanical Maintenance, Lift Maintenance, water systems cleaning. Where external contracted safety / maintenance 	Caretaker Paul Bridge	ongoing from March 2020	

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		<p>schedules have had to be changed, these will be re-instated as soon as possible. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken.</p> <ul style="list-style-type: none"> Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required. Review site systems and services and confirm if any changes are required. This includes but is not limited to the use and maintenance of air con units and ventilation systems. Review site procedures and modify to meet COVID19 requirements, e.g. use of lifts, cool water provision, use of school transport. 			
Fire Management	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p>	<p>Fire policy additions created to highlight doors being propped open and procedure in place for closing should there be a fire.</p> <p>Alternative fire evacuation procedures to be created to ensure children are separated and socially distanced.</p> <p>This would include: -</p> <ul style="list-style-type: none"> a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. a full discharge test of the emergency lighting system across the site a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged checking that fire escape routes are clear of any obstructions checking that final fire escape doors are unlocked and operational 	Louise Lidgard caretaker	from March 2020	

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		<ul style="list-style-type: none"> checking the operation of internal fire doors to ensure that they close properly checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. 			
Review behaviour policy	The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.	<ul style="list-style-type: none"> Behaviour policy reviewed and shared with staff behaviour incidents continue to be noted on CPOMs Behaviour expectations shared with children 	Nick Pentney	16.07.20	
Individual pupil risk assessments	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk:</p> <ul style="list-style-type: none"> pupils who need specific care, which cannot be delivered whilst ensuring social distancing potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	<ul style="list-style-type: none"> Any child who will require a risk assessment for return in September with a specific care need. These will be completed and shared with staff and parents. Only if provisions can be put into place that keep both staff and children safe, will the children be able to return to school. 	Kate Cobbold	Prior to starting	Not currently needed
Control of Contractors	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <p>Control of contractor's documentation should be updated and made available in preparation of the contractor attending site.</p> <p>For example, the asbestos surveys, asbestos summary sheets, updated comprehensible</p>	<ul style="list-style-type: none"> Visits to the school will be planned. Visitors will need to adhere to the school's visitor information (social distancing, hygiene) Refer to Trust Visitor / Contractor Risk Assessment. Any work that can be completed outside of school hours will be No physical handover – no requirement to signing for delivery. 	Alex Lawton Nicola Stangoe Lyndsey Rees Grant	June 2020	

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	<p>information, building plans (where available) could be left in an isolated and secure area.</p> <p>Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p>				

	Name	Date	Comments
Reviewed risk assessment	Louise Lidgard	15.07.20 24.8.20 14.9.20 28.9.20 4.10.20	Changes made to reflect guidance released on 02.07.20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Changes made to reflect guidance released 7.8.20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Quality assurance check by manager / line manager			

Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

Risk Assessment template prepared by:

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