



Hetton Lyons Primary School- Task Based Risk Assessment

Whole School Reopening September 2020

Overview

This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees. All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the HROD-Safety@sunderland.gov.uk

Work Activity/ Hazard:	Schools Full Opening COVID-19 Task Based) Risk Assessment (v.2)	Property	Hetton Lyons Primary School
Date of Assessment:	24th August 2020	Date to be Reviewed:	Weekly

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

LIKELIHOOD

SEVERITY

1 – 2	No Action
3 – 6	Monitor
8 – 12	Action
15 – 16	Urgent Action
20 – 25	Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Part 1 – General Workplace									
Spread of COVID 19	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	An information poster highlighting the symptoms of COVID19 is placed throughout the premises. Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Self-isolation for anyone who have recently travelled to the high-risk countries • Handwashing guidance • Ongoing updates monitored by manager and cascaded to staff. 	2	5	10	Staff to work within year group bubbles Individual risk assessments reviewed on staff who, due to medical conditions, were previously shielding. All communal areas will have a maximum capacity displayed. Staff must report if they are experiencing any of the following symptoms and not go to work until they have received the results of a Covid test <ul style="list-style-type: none"> • A high temperature • A new continuous cough • Loss of taste or smell Staff advised that they must inform their HoS if they or anyone in their household have been advised to self-isolate, before entering the workplace. Staff with laptops requested to take them home at the end of each day. School laptops allocated to specific staff	1	5	5

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		<p>Upon entry to buildings staff must use hand sanitiser in the foyer and wash hands with soap and water regularly during the day. NB: Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>Visitor who do not have access to soap and water will be provided with alcohol-based hand sanitiser</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids should be individually assessed to see if the</p>				<p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by staff including premises staff</p> <p>Staff should leave all surfaces as clear as possible to ensure that they can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues at 2m intervals.</p> <p>Staff should not hot desk or share stationary.</p> <p>A member of staff will be allocated to photocopying The screen will be cleaned regularly during the day</p> <p>Teaching staff will have contact with parents through e mail or Dojo. The office staff will only have contact through the window in the foyer or the bottom half of the window. Where a visit is planned it must be agreed by the HoS</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and children</p>			

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		<p>contact can be eliminated, reduced, isolated.</p> <p>Work that requires direct skin to skin contact should only be carried out wearing PPE</p> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker https://111.nhs.uk/covid-19/ which will provide advice about what to do.</p> <p>For those who develop symptoms, they should go home and inform their manager/supervisor.</p> <p>Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting under the RIDDOR Regulations and must be</p>				<p>Non-essential visits to premises should be assessed by the HoS and alternative ways of working explored- Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc.</p> <p>Visitors to school should be advised of the school risk assessment.</p> <p>Where staff are required to share equipment these should be thoroughly cleaned before and after use.</p> <p>All staff to ensure the 2m rule is maintained wherever possible.</p> <p>Where possible employees' start/finish times will be staggered to reduce congestion in the foyer. Staff will be allocated times for break and lunchtimes</p> <p>All staff must take reasonable care of their own health and safety.</p> <p>All staff should model appropriate social distancing for the benefit of children and other adults,.</p>			

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		captured on the IR1 system. For further advice and guidance contact your Health and Safety Team.				First Aiders will be issued with the current advice and guidance see Premises safety and first aid			
Eating and Safe use of welfare facilities.	Employees, family members Contracting Coronavirus	Welfare facilities including adequate handwashing and soap provided for all staff and visitors. Clean your hands often. Wash your hands with soap and water or, if not available, use hand sanitizer. Always clean your hands before and after eating or drinking. Avoid using areas where the 2m social distance cannot be achieved e.g. photocopier room Whenever possible stagger break times to reduce the number of people using the facilities at any one time and maintain a 2m distance between yourself and others avoid all contact.	2	5	10	Staff are responsible for cleaning down tables after they have finished and removing all uneaten food and drink and dispose of in bin or rubbish bag. Items from the school kitchen must be returned immediately to the kitchen to be cleaned. Staff will be allocated to toilets. Regularly and thoroughly clean your hands before and after using the toilet facilities. Staff should wherever possible bring in packed lunch and their own milk for tea and coffee Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.	1	5	5

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Movement on the school site	Parents/ Staff/ children	Parents bringing and collecting children	1	5	5	<p>All pinch points on the route around school will be signed and manned by a member of staff during the drop off a pick up times. Staff will remind parents not to linger.</p> <p>Arrival at school will be staggered with year group bubbles being allocated a specific time to arrive and leave. Siblings may be dropped off with the first child in the family to arrive or leave.</p> <p>The management of late pupils will be led by the HoS to ensure parents are reminded about their time slot.</p> <p>Children will immediately enter their classroom on arrival via the external doors</p> <p>Parents will leave by the exit door next to the EYFS</p>	1	5	5
Movement in School	Staff/ Children	Children moving around the corridors, going to the toilet, lunchtime	1	5	5	Members of staff will be posted at strategic points in the corridors to ensure children maintain social distancing and to manage the use of the toilets.	1	5	5

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						<p>Children will use their outside classroom door to enter and exit school and to go to the dining hall.</p> <p>Markings showing directions will be added to the corridor floor to guide staff and children to the left hand side of the corridor for movement.</p> <p>The admin corridor will be closed to staff and children during the school day</p>			
Those employees deemed as higher risk i.e. underlying health conditions, age, pregnancy, etc.	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	Can the person undertake their normal duties by working at home, if not they should contact their line manager who will liaise with them regarding any specific reasonable adjustments that may be available?	1	5	5	<p>Individual risk assessments carried out on staff who were previously unable to attend school</p> <p>Individual risk assessments to be carried out on staff who are pregnant</p> <p>Staff who have to quarantine due to exposure to the virus or have been contacted through NHS Test and Track may be asked to complete roles that can be completed at home.</p>	1	5	5
PPE	Employees, contractors, visitors, members of the	PPE will be provided for intimate care and first aid. It will also be	1	5	5	Single use PPE should be disposed of so that it cannot be used again.	1	5	5

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	<p>public, family members</p> <p>Contracting Coronavirus</p>	<p>available for staff who support a child who becomes ill in school.</p> <p>It is important to recognize that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</p> <ul style="list-style-type: none"> • Robust hand hygiene. • Do not touch your eyes, nose or mouth if your hands are not clean. • Good respiratory hygiene. • Environmental control (e.g., cleaning of frequently touched surfaces). • Management of patients and service users. • Information. • Training. <p>Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), how to fit surgical masks, store, dispose of as well as any limitations of the PPE;</p>				<p>Windows in enclosed spaces will be opened and other ventilation will be switched on</p> <p>Discarded PPE must be disposed of in rubbish bags. These bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p>			

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Handling cash.	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and handrails etc. Contactless or card payments should take preference over cash whenever possible. Whenever possible wear gloves when handling cash. Regularly visually check gloves to ensure they are not developing holes/splits.	1	5	5	Parents to be advised that school is cashless and dinner money payments should be made using the online system. Details of this are available for parents on the school web site. Do not touch your face whilst wearing gloves. Always thoroughly wash your hand after removing gloves. Ensure you follow the guidance for removing gloves identified on the Removing Disposable Gloves Poster.	1	5	5
Substances Hazardous to Health which could include hand sanitisers and cleaning products	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> • Elimination • Substitution • Engineering Controls • Administrative Controls • Personal Protective Equipment Each substance will have an individual COSHH Assessment which identifies Hazards and	1	3	3	All substances purchased must be agreed by Mr Wardle and be registered in the COSH register.	1	3	3

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		<p>control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat drink whilst using substances.</p> <p>Employees must inform their manager of any health condition which they consider may be being caused or made worse by their work.</p> <p>Do not spray or dust in the direction of people or animals.</p> <p>Do not mix chemicals.</p> <p>.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in</p>							

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		<p>accordance with information, instruction and training.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p>							
Lack of Communication	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Ensure that staff receive specific premises information and instruction for any premises which they will potentially be working in.</p> <p>Ensure that staff receive information and instruction relevant to their job role captured in this risk assessment.</p> <p>Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of managers, employees and premises controllers¹</p>	1	5	5	<p>Staff will be briefed weekly about changes to the task risk assessment. Updates to the risk assessment will be a standing agenda item at staff meetings.</p> <p>Staff will be emailed about any changes to cleaning or hand washing products</p> <p>A Covid 19 section on the shared drive will include all relevant guides and documents</p>	1	5	5

Part 2 – Education & Childcare Settings (based on government guidance) [Gov.uk advice Coronavirus \(covid-19\) Implementing protective measures in education and childcare settings](https://www.gov.uk/guidance/protecting-yourself-and-others-in-workplaces-from-covid-19)

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Inadequate Supervision Ratios and Premises management tasks	Employees, children/learners Contracting Coronavirus	<p>Calculated staff ratios to meet the needs of the schools/Childcare service. (prioritising Points 4-8; consider staff taking on other roles)</p> <p>1.How many staff do you have available to work in school/Service?</p> <p>2.How many teachers/workers do you have available to work in school?</p> <p>3.How many support staff including teaching assistants do you have available for work in school?</p> <p>4.Do you have a head or deputy available for work in school? Manager for Childcare setting?</p> <p>5.Do you have at least one person with paediatric first aid training available for work in school/Childcare setting?</p> <p>6.Do you have at least one person with up to date Designated Safeguarding Lead</p>	1	5	5	<p>The SLT on a daily basis will ensure that there is adequate number of staff available and will keep a record of points 1-5 being covered</p> <p>Details of the DSL will be available on the school web site and displayed in school.</p> <p>There will be a member of the premises staff available at strategic times of the day to carry out additional cleaning</p>	1	5	5

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		<p>(DSL) training available to work in school?</p> <p>7. Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role?</p> <p>8. Do you have a caretaker and/or cleaning staff, and if necessary at least one office staff member available during the school day?</p>							
Spread of Infection	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, lidded bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular</p>	1	5	5	<p>Initial reopening curriculum will focus on staying safe and include hand washing and other good hygiene sessions</p> <p>Posters displayed around school in toilets and classrooms promoting good hygiene</p> <p>Cleaning of surfaces, handles etc. to be carried out during the school day by premises staff. This will also include the emptying of bins.</p>	1	5	5

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		<p>hygiene habits possibly via songs and games.</p> <p>Provide lidded bins and empty contents at regular intervals</p> <p>Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there is no facilities nearby, hand sanitisers to be provided.</p> <p>Minimise contact and mixing of Pupils and staff groups as much as possible e.g. consider class sizes, rota systems, altering the environment layout, changing timetables, stagger start and finish times, stagger break times for staff, etc.</p> <p>Current government guidance suggests that Schools & other educational / childcare settings should not require staff, children or learners to wear face coverings or face masks. Unless proving intimate care or the child</p>				<p>Toilets and handwashing areas checked during the day for supplies. All staff aware of where they can replenish supplies form.</p> <p>Children staggered entering and leaving school. All breaks and lunchtimes staggered. All corridor movements planned and communicated to staff. There will be a detailed plan for the movement of children that will be shared with staff.</p> <p>No bubbles will be allowed to mix during the day.</p> <p>There will be no gathering of groups larger than one year group during the day for activities such as assembly</p> <p>Classroom leads will be responsible for ensuring maximum ventilation during the day.</p> <p>First aid risk assessment will identify procedures for children who become unwell during the day.</p>			

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		<p>is displaying symptoms of covid-19 until collected. (Children / young people may not be able handle/wear them as directed, increasing risk of transmission)</p> <p>Additional control measures should be in place i.e. limiting mixing/contact of groups, 2 metres social distancing where possible, room layouts, one way systems, keep left in corridors and stairs, etc.</p> <p>Ventilation by opening windows and propping non-fire doors – Please note fire doors must not be propped, only by use of an approved closing device</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care until they are collected should follow PPE guidance including doffing and donning.</p>							

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Early Years & Primary aged children – lack of understanding	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Early Years & Primary aged children cannot be expected to remain 2 metres apart from staff and other children. Monitor use of toilets – avoid over crowding Display the posters / signs which are suitable for reception, years 1 and 6. e-bug Information & posters about Coronavirus	1	5	5	Social distancing will be taught during the initial return to school phase. Staff will be placed strategically to monitor toilets, corridors and pinch points during the day Posters and markings will be used to remind children and adults about social distancing	1	5	5
Contact due to personal / intimate care	Employees, Children/Learners, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves.	1	5	5	PPE equipment available for intimate care Bags available for safe disposal of PPE. Staff using PPE will be shown how to safely remove prior to opening.	1	5	5

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		Following doffing and donning and disposal guidance							
Contact due to size of class or groups sizes	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Reduce contact between people as much as possible – only mix in small, consistent groups. Each small group to avoid contact with other people and groups. Where possible ensure same children and teaching/support staff are allocated to the same group each day – do not mix groups where possible Identify and allocate small class / group sizes considering; priority groups, supervision ratios, teacher/assistant shortages, vulnerable children, space available in class rooms / learning spaces In addition to hygiene and cleaning measures as above risk of transmission will be reduced (Public Health England)	1	4	4	All children to be placed in a social bubble of less than 30 with a named adult who, where possible, will be with them, where possible for the majority of the week. Each bubble will have a named first aider Classrooms will be organised for social distancing with tables in rows and all front facing Classrooms will received additional cleaning during the school day Children who access childcare will initially be allocated places if they require them for 5 days in the week	1	4	4

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Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Refresh school timetable to minimise contact *content of lessons and learning activities which are suitable *Outdoor lessons where possible *Reduce movement around schools where possible *No assembly groups *Stagger break times / lunch times *Meeting, toilet and welfare arrangements for staff *Stagger drop off /pick up times – 1 parent/guardian only to minimise adult to adult contact and avoid gatherings at entrance points *No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated	1	3	3	The school day will be organised so that groups of children do not meet The curriculum will include outdoor learning for all groups of children. This will also be timetabled so that groups of children are not out together. The start and end of the school day will be staggered with a gap between each group of children. The school office will be closed for parents. Parents may contact the office by telephone or e mail Visitors to school will be by arrangement only with the HoS. This will be diaries to ensure no more than 2 meetings happen at the same time. All visitors will be required to read and sign to say that they accept the school Covid 19 working arrangements. They must leave contact details for the school Track and Trace. These will be kept for 28 days and then shredded.	1	3	3

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		<p>*No peripatetic workers to be allowed into school/premises</p> <p>*Increase remote education to reduce time of premises for older children</p> <p>Each small group should keep at least 2 metres apart however it may not be possible to avoid brief transitory contact e.g. in corridors</p> <p>All person / groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>				The EYFS will use the telephone system to connect with the school office and the Y1 staff the school radios.			
Classroom layouts	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Where possible, ensure the same groups use the same class rooms areas each day – thorough cleaning at end of each day</p> <p>Maintain space between seats and desks</p>	1	3	3	<p>Classrooms will be set up for social distancing. Excess furniture will be removed from rooms.</p> <p>A clear walk way through each classroom will be established so that</p>	1	3	3

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		Remove unnecessary items from class rooms and learning areas to increase space for movement in the area.				<p>children are not walking around the room.</p> <p>Each child will be allocated their own desk and this will not change until the end of each week if necessary</p> <p>Tables for eating will be set up for social distancing. Between groups each table and chair will be cleaned</p>			
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Remove soft toys and furnishing or items difficult to clean from class rooms / learning areas.</p> <p>Each child / learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Reduce or avoid where possible use of shared; any shared resources must be cleaned and disinfected more frequently.</p> <p>Shared practical equipment must be cleaned thoroughly between uses form different groups.</p> <p>Take home resources to be limited as much as possible – any items returned to schools</p>	1	3	3	<p>All soft furnishings removed from classrooms</p> <p>All children will be provided with their own learning tool kit containing all of the equipment they need.</p> <p>Any shared toys or resources will be cleaned at the end of each session</p> <p>Each child will be allocated a reading book each week. These will go home on a Monday and returned to school on a Friday. Books will be boxed from Friday to Monday.</p>	1	3	3

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
		<p>such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p> <p>No unnecessary items to be brought into schools from home e.g. book bags, toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>Parents will be able to access further reading material through Oxford Owl.</p> <p>Children will bring a water bottle to school that will sit on their desk where possible. These must go home every night for cleaning</p> <p>Self-marking will be encouraged. A record of learning activities will be documented using floor books</p> <p>Staff will be encouraged to mark books at school and discouraged from taking books home. Staff may choose to wear gloves for marking .</p>			
Contamination of outdoor play equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups.</p> <p>Multiple groups must not use outdoor play equipment simultaneously.</p>	1	5	5	<p>EYFS outdoor equipment will be cleaned at the end of each session</p> <p>The play equipment on the field will not be used by children</p> <p>There will be some equipment e.g. skipping ropes available but the handles must be cleaned between groups of children</p>	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs. Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc.) Communicate with visitors and contractors ahead of opening – signage to be displayed.	1	3	3	The communication systems that have been used during lockdown will continue. All visitors will be planned so that information on the school response to Covid 19 can be shared. Written information for visitors on Covid 19 All letters and information for parents shared on the school web site for parents	1	3	

To be completed by the Individual undertaking the risk assessment:

Name: V Wilson

Job Title: Head of School

Signature:

Date:

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: S Bell

Job Title: Chief Executive

Signature:

Date: