

This risk assessment identifies minimum controls measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.

RISK ASSESSMENT FORM

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| Assessors name: SLT / Estates | Date of Assessment: 3 rd December 2020 | Activity/Task: Using School post COVID-19 pandemic lock-down |
| All staff distribution / awareness | Service: Bower Park Academy Group: | Headteacher: Mr S Deen |

| Hazards | Who may be harmed & How | Existing Controls | Risk Rating | Further Controls | Residual Risk | Actions by whom & when | Implemented Y/N |
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| Exposure to COVID-19 from an infected person | Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes | SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings | 3 x 4 = 12 | <p>Latest updates to be communicated with staff and parents where appropriate.</p> <p>Engage with NHS test and trace.</p> <p>Arrange Year group ‘bubbles’ for teaching and minimize contact between bubbles.</p> <p>Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Deployment of fogging machines.</p> <p>Classroom layout and zoning, including 2m exclusion zone for teachers’ desks. Where this is not possible due to size of the</p> | 2 x 4 = 8 | Duty SLT (daily) | |

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| | | | | <p>room teachers may wear a mask.</p> <p>Whole staff room suspended and replaced by team bases- maximum capacity signs per base, strict social distancing or wear a mask when this is not possible.</p> <p>Staff encouraged to bring flasks for hot drink and food that does not require heating/refrigeration. Take washing home if possible.</p> <p>Issue guidance to staff regarding use of other common areas such as reprographics.</p> <p>Reduced meeting size and strict social distancing amongst adults.</p> <p>End of lesson protocols rigorously enforced by teachers regarding students wearing masks as they leave room.</p> | | | |
| Shortage of staff due to track and trace isolation and illness. | Students & Staff | <p>Review absence reporting procedures to ensure sufficient time to implement cover arrangements.</p> <p>Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic</p> | 4 x 3 = 12 | <p>Ensure all staff know absence line number and that they must ring before 7.00am if unwell.</p> <p>Shared staffing across Trust</p> | 3 x 3 = 9 | <p>SH (HR Manager) (daily)</p> <p>HS/SD (weekly)</p> | |

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| | | Management risk assessment will need amending. | | <p>Use of Agency staff. Records kept for Track and Trace.</p> <p>Daily monitoring and tracking of availability.</p> <p>Contingency built into current rotas where possible.</p> <p>Half Termly analysis and protection of spare staffing capacity ready for deployment.</p> <p>Staff park in South carpark before 8am otherwise use the North carpark / on street parking in surrounding area.</p> <p>Use of Microsoft Teams to enable remote teaching whilst class has general supervision.</p> | | | |
| Virus entering premises during travel, use of contractors and by staff/student with COVID. | Staff, Students & Contractors and their families. | Parents & Staff issued with guidance on daily checks to undertake before bringing/sending their child to school Contractors asked health check questions on arrival. | 3 x 4 = 12 | <p>Phased start and end times for Y7/8 and Y9-11, using three different exit/entry points.</p> <p>Visual prompts and reminders through notices.</p> <p>Face mask protocol requiring removal and bagging/safe disposal upon arrival.</p> | 2 x 4 = 8 | SD | Y |

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| | | | | <p>Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Parents issued gov. guidance on travel to school-walk, cycle or drive before using public transport/use of mask whilst on public transport.</p> <p>Contact details of all contractors kept on file for Test and Trace.</p> | | | |
| <p>Reception-virus entering premises through the normal operation of services through the reception area of the school. Mitigating risks for staff working in reception area.</p> | <p>Staff, students, parents, contractors & visitors</p> | <p>Communicate electronically rather than face to face Use cashless payments where possible. If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly. Covid-secure reception (e.g. screened-off) Mark out 2m distancing; Restrict numbers in reception to enable social distancing Identify a space in the public part of reception where deliveries and “forgotten” items (e.g. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> | <p>3 x 4 = 12</p> | <p>Disband the use of ‘Duty Student’</p> <p>Communicate to parents:</p> <ul style="list-style-type: none"> -that they must make pre-arranged appointments to see staff -Ensure their child brings in appointment card/letter and takes responsibility for remembering appointment as duty students will not be available <p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Ensure staff understand not to walk through reception area, use phones or</p> | <p>3 x 3 = 9</p> | <p>YB /SD</p> | <p>Y</p> |

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| | | <p>Reception staff write down details of visitors and who they are visiting for track and trace.</p> <p>See also contractors' section See also ventilation section</p> | | <p>computers unless it is their designated work space</p> <p>Ensure staff understand not to use small kitchen or toilet in reception area unless this is their designated workspace</p> | | | |
| Clothing-reducing risk of passing virus on clothing | Staff, Students & Contractors and their families. | Uniform policy and staff dress code to stress need for frequent washing and sharing of uniform/spare kit to be forbidden. | 3 x 3 = 9 | <p>Students in full school uniform (in-line with gov guidance) as in bubbles or wear school PE kit on the day they have sport. See Play/sport/exercise section below.</p> <p>Social distance measures in place between students and staff hence normal clothing can be worn by staff.</p> | 3 x 3 = 9 | SD | Y |
| Spreading virus through arrival & departure | Staff/Students | <p>Compliance with health check questions to be included in home to school agreement.</p> <p>Health check signage to be displayed on entry gates.</p> <p>Year groups to arrive/depart at designated gates</p> <ul style="list-style-type: none"> • at staggered set times • designated outdoor areas for each group • different entrance/exit gates <p>2m social distancing to be enforced with staff and with pupils towards</p> | 2 x 4 = 8 | <p>Inform parents of the DFE guidance regarding travel to school-'walk, cycle and drive' and health check questions.</p> <p>Stagger Year 7/8 start/end time by 10 mins from Y7-11 using entry points (Main-Y7 &10, delivery Y8 & 9 and canteen gate Y11)</p> <p>Divide South playground using temporary fencing. Allocate year groups to playgrounds at start, break and lunch times</p> | 2 x 4 = 8 | SD | Y |
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| | | <p>staff. Year group bubbles to be maintained other than through incidental contact e.g. passing during movement time.</p> <p>Staff to wear disposable gloves to open/close gate or hands to be washed after open/closing of gates</p> <p>Hand sanitiser/wash stations to be used at entry and exit points.</p> | | <p>Allocate teaching areas to each year group with designated toilets and entry points.</p> <p>Signage on corridors, keep left. Line on corridor floor to divide corridor right/left.</p> | | | |
| <p>Technician Work-spreading virus in areas where technicians work and by the use of any equipment across bubbles</p> | | <p>Decide the capacity of the workspace.</p> <p>See ventilation section.</p> <p>Maintain 2m social distance.</p> <p>Include areas in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p> <p>Deliver materials before the start of the morning and afternoon sessions</p> <p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p> | <p>3 x 3 = 9</p> | <p>All staff issued with santiser gel, anti-bac wipes, gloves and masks for emergency use.</p> | <p>3 x 2 = 6</p> | <p>SLT LM</p> | <p>Y</p> |
| <p>Laboratories/wo rkshops/art & music technology rooms- spreading virus</p> | | <p>Windows to be opened to maximise ventilation.</p> <p>Students to be allocated set desks/workspaces</p> | <p>3 x 4 = 12</p> | <p>End of lesson protocols rigorously enforced by teachers regarding students using wipes/spray to clean workspaces</p> | <p>2 x 4 = 8</p> | <p>Site Team SLT LM</p> | <p>Y Y</p> |

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| <p>across bubbles by use of specialist rooms.</p> | | <p>Use ICT equipment for demonstrations so that students can remain at their workspace</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p> | | <p>Use of fogging machines to disinfect specialist areas regularly.</p> <p>Use of tape and signage to designate safe zones.</p> | | | <p>Y</p> <p>Y</p> |
| <p>Teaching-spreading virus between teachers and students. And students to student in different year groups.</p> | <p>Staff/students</p> | <p>Social distancing and year group bubbles are the main method of control available to schools to reduce the spread of the virus.</p> <p>Year group bubbles and zones allow social distancing between year groups and adults around the school other than incidental contact.</p> <p>Disinfection regimes are in place between sessions.</p> <p>Timetabling must minimise the movements of staff and students around the school.</p> <p>No sharing of equipment without sanitization and adjustment of schemes of learning accordingly.</p> | <p>3 x 4 = 12</p> | <p>Remote learning 'on tap' via Microsoft Teams as required as alternative to physical lessons.</p> <p>Room students so they remain in one classroom for the majority of lessons.</p> <p>Desks moved to be forward facing.</p> <p>Hand washing and sanitization stations throughout site.</p> <p>Bins replaced with lidded bins in every room.</p> <p>Cleaning materials available in every room</p> <p>All teachers issued with a teaching pack which includes hand-gel, wipes, gloves, mask for emergency use, teacher pens/pencils and envelopes for confiscated items.</p> | <p>2 x 4 = 8</p> | <p>EA</p> <p>HS</p> <p>Site Team</p> <p>YB/SLT (3.9.20)</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |

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| | | | | <p>Box with remote control for board and electronic pens in each room.</p> <p>Use of tape and signage to designate safe zones. Teacher leave safe infrequently, do not talk to students at eye level. Wear mask if they leave zone for longer than 5mins.</p> <p>Bespoke arrangements in place according to individual teacher risk assessments and subject/teaching space constraints and demands, notably but not exclusively PE, Drama, Music, Art, Science, D&T and SEND.</p> <p>Windows and doors to be opened to maximise ventilation.</p> | | <p>HOD (3.9.20)</p> <p>HOD (3.9.20)</p> | <p>Y</p> <p>Y</p> <p>Y</p> |
| Staff providing support to teaching-virus spreading staff-staff and staff-students | Staff, students, contractors and visitors | Staff to maintain social distance. | 3 x 3 = 9 | <p>Clear shared protocol in place and Principal's permission required to attend site.</p> <p>Bespoke guidance for TAs according to room(s) and subject(s).</p> <p>Use of alternative remote delivery models where possible e.g. music tuition and careers IAG.</p> | 3 x 3 = 9 | <p>SENDCO</p> <p>SLT links (daily)</p> | <p>Y</p> <p>Y</p> <p>Y</p> |

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| Transmission between groups-Virus spreading from one bubble to another bubble. | Everyone | <p>Year groups bubbles zoned for the majority of lessons. Movement to specialist rooms only.</p> <p>Teachers will move to lessons instead of students for the majority of lessons.</p> <p>Each year group bubble allocated specific area for entry/exit, break and lunch.</p> <p>Movement in corridors, 'Hot Zones' such as changing rooms and shared emergency activities (e.g. Fire drill) to be regulated with signage and supervision.</p> <p>See Ventilation section.</p> <p>See cleaning section.</p> | 3 x 4 = 12 | <p>Amend/extend cleaning staff hours to support regime during the day.</p> <p>Cleaning materials in every room so hard surfaces can be cleaned in specialist rooms between bubbles.</p> <p>Lunch orders taken in advance via mobile app and collected within year group zones.</p> <p>Pupils, staff and visitors strongly encouraged to wear face coverings when occupying 'Hot Zones' and travelling through corridors.</p> <p>Classes to enter room immediately and where this is not possible (e.g. science lab), clear waiting zone to be communicated and enforced.</p> | 2 x 4 = 8 | <p>Site Team</p> <p>EA/SD</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |
| Staff & Student Competence-virus spreading because staff/students not aware of processes they | Anyone in building | Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning. | 3 x 4 = 12 | <p>Staff to complete virtual learning course 'College Covid-19 Course' on how to deal with current covid situation.</p> <p>Common induction for staff on 3rd/4th September and for</p> | 3 x 4 = 12 | EA | <p>Y</p> <p>Y</p> |

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| can implement individually to reduce spread of virus | | Daily reminders to be communicated to students on handwashing. | | pupils on 7 th /8 th September regarding routines and policies. | | | |
| Competence of any staff wearing PPE-catching virus by incorrectly wearing | Staff using PPE & anyone exposed following onward transmission | In addition to general items listed in section above. Staff to be competent in use and disposal of PPE. | 3 x 4 = 12 | Mandatory remote training in fitting and use of PPE. | 2 x 4 = 8 | EA | Y |
| Play/Sport/Exercise-virus spreading during sport and PE session | Staff/Students | Year group bubbles must be maintained during all play/sport/exercise sessions and individual sports' Covid-19 protocols complied with. Year group bubbles will be rostered so access to indoor areas is restricted to one group at a time. Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take between different bubbles. If team sports are to be played, then a separate risk assessment must be carried out in line the Governing body for the sports guidance. Changing areas to be ventilated and disinfected regularly. | 3 x 4 = 12 | Students wear PE kit on days when they have PE in order to reduce time in changing rooms/use of changing rooms. Changing room protocol rigorously enforced by PE teachers i.e. allocated pegs, use of wall mounted 3-ply wipes and spray at end of changing. Use of face masks for PE teachers when supervising changing. After school sports clubs in Year group bubbles only | 2 x 4 = 8 | Duty SLT (daily) PE staff (daily) | Y Y Y Y |
| Lunch-Spread of virus when students are | Staff/students/Catering staff | Students encouraged to wash/sanitise hands before eating. | 3 x 4 = 12 | Staggered lunch/break arrangements allowing cleaning between bubbles. | 2 x 4 = 8 | Duty SLT (daily) | Y |

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| buying/eating lunch. | | <p>Designated lunch area for each year group. Lunches to be pre-ordered via mobile app and delivered to designated lunch are. Social distancing between adults and pupils to be maintained and encouraged amongst bubble when outside.</p> <p>Where possible and facilities allow students to have lunch outside.</p> <p>Good ventilation in place (eg. Opening all windows and doors where possible).</p> | | <p>Equalise lunch and break time so student can get food at both.</p> <p>Each bubble assigned form base classroom for use in extreme weather.</p> | | | Y |
| Emergency evacuation-spread of virus during evacuation when large number of students/staff are moving together. | Staff/students/contractors | <p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p> | 3 x 5 = 15 | <p>Students wear masks during evacuation.</p> <p>New evacuation assembly points based on year group classes.</p> <p>New markings to keep classes 1m apart and year bubbles at least 2m apart.</p> <p>Individual year group evacuation practice in w/b 14th Sep and walk through on 7th/8th Sept as part of induction.</p> <p>Regular briefing to staff and students on protocol.</p> | 2 x 5 = 10 | <p>Duty SLT (daily)</p> <p>Site Team</p> <p>SD</p> | Y |
| First Aid & administration of medicines-virus spread by | Staff/Students | Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive | 3 x 4 = 12 | Designated suspected Covid-19 isolation room. | 3 x 4 = 12 | Duty SLT (daily) | Y |

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| cross contamination between individuals | | <p>dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) - (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p> | | | | Duty First Aider(s) | |
| Student Behaviour-spread of virus by students not following procedures and complying with behavior policy. | Anyone in building | <p>Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.</p> <p>Trust appendix added to behaviour and safeguarding policy for COVID-19.</p> | 3 x 4 = 12 | <p>Revised Behaviour and Attendance policy implemented and communicated to all stakeholders.</p> <p>Use 5 locations to allow for C3 detentions in year group bubbles</p> <p>Staff to arrange a location with pupil for after school C2s detentions.</p> | 2 x 4 = 8 | AB | <p>Y</p> <p>Y</p> <p>Y</p> |
| Access/egress in building-Spread of virus as staff/students move around the building. Several bubbles at a time. | Staff/Students/Contractors | <p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable.</p> <p>Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow.</p> | 3 x 3 = 9 | <p>Year group bases for teaching the majority of lessons to reduce student movement between lessons.</p> <p>Keep left rule on corridors. Line marking down the centre of corridors to designate left/right flow.</p> | 3 x 3 = 9 | <p>Duty SLT (daily)</p> <p>Site Team</p> | <p>Y</p> <p>Y</p> <p>Y</p> |

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| | | | | <p>Year group bubbles have designated entry point and exit points.</p> <p>End of lesson protocols rigorously enforced by teachers regarding students wearing masks as they leave room.</p> <p>No locker use in Term 1 to restrict need for additional entry and exit into buildings.</p> | | | <p>Y</p> <p>Y</p> |
| Toilets-Spread of virus between bubbles | Staff/Students/Contractors | <p>In shared toilets provide disinfectant wipes for disinfection between users.</p> <p>Look at capacity of the toilet area to identify how many can safely use the area.</p> <p>Control access to ensure distancing between users.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands.</p> <p>Use sanitiser before entering classroom or other areas.</p> | 4 x 4 = 16 | <p>Cleaning intervals built into timetable.</p> <p>Amend/extend cleaning staff hours to support regime during the day.</p> <p>Set of toilets identified in the school for each Year group bubble to use at break and lunch.</p> <p>When lessons in the Year group zones students use the toilets in that area.</p> <p>When in specialist rooms students use nearest toilets.</p> | 3 x 4 = 12 | <p>Site Team (daily)</p> <p>HS</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |
| Hand to mucous membrane transfer (eyes, nose, mouth) | Staff, Students & Contractors | <p>Regular hand washing/sanitising - in particular:</p> <p>On arrival/before leaving;</p> <p>Before eating;</p> <p>Before donning PPE/after removing PPE;</p> <p>After using the toilets.</p> | 3 x 4 = 12 | <p>Increased volume and prominence of reminder notices / signage.</p> <p>External sinks near exit and entrances with soap and towels</p> | 3 x 4 = 12 | Duty SLT (daily) | <p>Y</p> <p>Y</p> |

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| | | Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas. | | | | MG -Site Team (daily) | |
| Surface transfer-virus spread through touching surfaces/workstations used by multiple staff/students | Staff, Students & Contractors | <p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.</p> <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p> <p>Allocation of work stations to specific staff and students where possible.</p> <p>Use of disinfectants with ratio 1000 ppm available chlorine.</p> | 3 x 4 = 12 | | 3 x 4 = 12 | <p>Site Team (daily)</p> <p>Duty SLT (daily)</p> | Y |
| Contractors working on site spread virus to staff/students | Staff, Students & Contractors | <p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p> | 2 x 4 = 8 | Contractors to provide Covid-19 specific Risk assessment and method statement. Contractors Handbook issued prior to any work on site. | 2 x 4 = 8 | MG-Site Team | Y |

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| Transfer of virus onto/off PPE | Staff and potential onwards transfer | <p>Wash hands before handling PPE. Don & remove PPE in specified order.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p> | 3 x 4 = 12 | Mandatory remote training in fitting and use of PPE. | 2 x 4 = 8 | EA | Y |
| Suspected case of COVID-19 in School | School Staff/Teachers/Parents/Visitors to School | <p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from Trust SLT and the Health & Safety advisor. DfE/LA reporting protocols to be implemented and subsequent actions as outlined in HES publication Interim Incident</p> | 3 x 5 = 15 | <p>Designated room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact. Immediately notify site team so deep cleaning of the area is undertaken. (specialised).</p> | 2 x 5 = 10 | <p>Duty SLT (daily)</p> <p>First Aider(s) (daily)</p> | <p>Y</p> <p>Y</p> <p>Y</p> |

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| | | and Outbreak Management Plan Education Settings (1st June 2020, available on HES Portal). | | | | | |
| Those with specified health conditions | Staff/pupils | Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and liaise with HR. Individual risk assessments to be completed and implemented. | 2 x 5 = 10 | Consideration of allocation of duties to BAME staff and those with health conditions that do not require shielding so as to ensure social distancing. | 2 x 5 =10 | SH (HR Manager)/ SLT | Y |
| | | Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance. | | | | Pastoral Teams | Y |
| Communal Areas Eg. staff areas, reprographics areas Virus spread between bubbles/staff groups | Staff/Students/Visitors | Minimise the use of communal areas. | 3 x 3 = 9 | <p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Display signs on all staff areas stating maximum capacity.</p> <p>Ensure staff understand not to walk through reception area, use phones or computers unless it is their designated work space</p> <p>Ensure staff understand not to use small kitchen or toilet in reception area unless this is their designated workspace.</p> <p>Staff should not use reprographics area during</p> | 3 x 3 = 9 | Site Team | Y |
| | | | | | | HS | Y |
| | | | | | | YB | Y |
| | | | | | | | Y |
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| | | | | the day unless it is their designated workspace | | | |
| Educational Visits-Spread of virus by students/staff going on trips outside school | Staff/Students/Volunteers/Members of the Public | All educational visits risk assessments must consider risks from Corona Virus. | 3 x 3 = 9 | No educational visits in the Autumn term | 3 x 1 = 3 | EA | Y |
| Airborne Transfer Risk | Staff/Students/Visitors | Open windows and doors to create an airflow. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating. | 3 x 3 = 9 | | | Site team (daily) | Y |

Review date: 30th January 2021

Date communicated to staff: 4th December 2020

Is a safe system of work required Yes

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

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| CONSEQUENCE | Catastrophic | 5 | 5 | 10 | 15 | 20 | 25 | 17-25 Unacceptable Stop activity and make immediate improvements |
| | Major | 4 | 4 | 8 | 12 | 16 | 20 | 10-16 Tolerable Look to improve within specified timescale |
| | Moderate | 3 | 3 | 6 | 9 | 12 | 15 | 5-9 Adequate Look to improve at next review |
| | Minor | 2 | 2 | 4 | 6 | 8 | 10 | 1-4 Acceptable No further action, but ensure controls are maintained |
| | Insignificant | 1 | 1 | 2 | 3 | 4 | 5 | |
| | | | 1 | 2 | 3 | 4 | 5 | Lik |