

# RISK ASSESSMENT

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
September  
2020

Group/Service Area: THE CORBET SCHOOL Work Activity: School Operations from September 2020 within Government Covid Guidance.

Workplace/Team: Date of Assessment: 21<sup>st</sup> August 2020 Date for Re-assessment: Ongoing

Name of Assessors: School Leadership Team Signature: Manager: School Leadership Team Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
							Who	By when or on going
1	<b>Catching or spreading Coronavirus – General considerations</b>	<p>Staff, pupils Parents, guardians</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges .</li> </ul>	Low	<p>Include in Parent Briefing</p> <p>If unwell stay at home</p> <p>Covid Symptoms -isolate pending collection. Access Test &amp; Trace</p> <p>All staff and pupils to wear a face covering when moving around a school. Pupils only to remove masks in the classroom when instructed by the teacher and put them back on at the end of the lesson when instructed by the teachers.</p> <p>Wearing of face masks at break times is optional, but will need to be worn when collecting food from the school canteen.</p> <p>Pupils and Staff can continue to wear masks in the class room if they prefer however this is optional at present and will be kept under review.</p> <p>Exceptions will be considered by SLT where there are medical or physical reasons</p>	LOW	SLT SLT SLT	Sept

			<ul style="list-style-type: none"> <li>Adults to maintain distancing from other adults and with pupils where possible. Pupils have reduced contacts by implementing 'bubble' groups.</li> </ul>	<p>Year Group bubbles with allocated areas of school.</p> <p>Contact between groups avoided – staggered breaks.</p> <p>Guidance tape in corridors showing 2 meter gaps</p>	LOW	All	
			<ul style="list-style-type: none"> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> </ul>	<p>Wall mounted hand sanitiser dispensers will be posted at entry sites to every building.</p>	LOW	All	
			<ul style="list-style-type: none"> <li>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> </ul>	<p>Print &amp; Display posters. 2 per classroom and corridor.</p> <p>Additional bins (with lids) purchased. Larger for increased use.</p>	LOW	All	
			<ul style="list-style-type: none"> <li>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> </ul>	<p>The cleaning team will be on site during the school day for extra cleaning of frequent use areas. &amp; cleaning areas between bubbles. Cleaning materials will be provided in classrooms and personal cleaning equipment for teachers.</p>	LOW	All	
			<ul style="list-style-type: none"> <li>minimising contact and mixing by</li> </ul>	<p>Year Group Bubbles will have designated base areas.</p>	LOW	SLT	

			<p>altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p> <ul style="list-style-type: none"> <li>Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable.</li> </ul>		<p>Specialist classrooms will be cleaner between different year group bubbles.</p> <p>Pupil movement will be more limited in KS3.</p> <p>Teachers will move around more than usual and pupils will move around less in general.</p> <p>Breaks will be staggered and one way systems introduced where practicable.</p> <p>Evacuation routes will remain as directions are to open air spaces.</p> <p>Meeting point spacing has been increased .</p> <p>Fire Drills will be arranged by year group and staff pre - advised.</p>	LOW	SBM	
2	<b>Maintaining Social Distancing at School</b>	<p>Staff , Pupils, Parents, Visitors. Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> <li>organise small class groups, as described in the 'class or group sizes'</li> <li>organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible Seek further advice on spacing from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>	MED	<p>School will employ year group bubbles and where possible have smaller group bubbles in KS3.</p> <p>Each year group bubble has been allocated an area of school that will become its base. Each year group will also have an area of playground allocated and have toilets identified for their use. Hand washing / sanitising facilities are in all toilet blocks and hand hygiene is positively promoted.</p> <p>Practical lessons will be by</p>	<p>LOW</p> <p>MEDIUM</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>HOD</p>	<p>Sept</p> <p>Sept</p>

				<p>demonstration where possible and where equipment is shared by pupils cleaning materials are available to ensure cleaning takes place before use. Departments are aware of the specialist advice available and will liaise with SLT regarding implementation.</p>			
			<ul style="list-style-type: none"> <li>Office space try to minimise or prevent hot desking – designate separate spaces where practicable.</li> </ul>	<p>Distancing will be maintained and desks allocated to individuals. If there is a need for a desk to be shared it will be cleaned before use along with the associated equipment ie PC &amp; Phone. Face to Face configurations will be avoided.</p>	LOW	SLT	Sept
			<ul style="list-style-type: none"> <li>refresh the timetable: <ul style="list-style-type: none"> <li>decide which lessons or activities will be delivered</li> <li>consider which lessons or classroom activities could take place outdoors</li> <li>use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>stagger assembly groups</li> <li>stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>stagger drop-off and collection</li> </ul> </li> </ul>	<p>A COVID timetable will be created that manages potential contact between bubbles.</p> <p>There will be staggered breaks for each Key Stage and playground areas segregated by year group.</p> <p>A one way system will be employed to reduce contact where possible.</p>	LOW	SLT	Sept

			<ul style="list-style-type: none"> <li>times <ul style="list-style-type: none"> <li>○ for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students</li> <li>○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul> </li> <li>• consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>		<p>As a rural school with a high number of school transport buses distancing while travelling and at bus stops is a concern.</p> <p>Guidance issued to parents/pupils with procedures for wearing and removal of face masks.</p> <p>Recommended that public transport is avoided.</p>	<p>MED</p> <p>MED</p>	<p>SLT</p> <p>LA Transport Team</p> <p>SLT</p>	<p>Sept</p> <p>Sept</p>
3	<b>Reduce mixing within education or childcare setting by:</b>	<p>Staff, pupils,</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> <li>• accessing rooms directly from outside where possible</li> <li>• considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables</li> </ul>	MED	<p>One way system introduced where practicable. Corridor divider strips on wall to highlight 2mtr distances. Avoid stopping in corridors.</p> <p>Breaks and Lunch times will be staggered and areas defined for specific groups.</p> <p>Pupils will collect their lunch and take it to their classroom or a defined outside area.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>



			<p><b>For shared rooms:</b></p> <ul style="list-style-type: none"> <li>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.</li> <li>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>stagger the use of staff rooms and offices to limit occupancy</li> </ul> <p><b>Reduce the use of shared resources:</b></p> <ul style="list-style-type: none"> <li>by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>Children could be asked to bring in own stationary (or have packs of stationary labelled with their name on)</li> <li>although practical lessons can go ahead if equipment can be cleaned</li> </ul>	<p>Year group bubbles will prevent limit capacity being reached.</p> <p>Assemblies will be conducted virtually with pupils in classroom groups.</p> <p>We will have cleaning staff on site each day to enable cleaning between groups in shared use areas, although the use of shared areas will be limited..</p> <p>Staff breaks will be staggered and a variety of rooms will be designated as 'staff rooms' to limit capacity in each room.</p> <p>Pupils will have their own work space and stationery. Pupils bring their own pencil cases and equipment as usual. If school resources are used they will not be shared, and will be cleaned and returned at the end of the session. Individual mini whiteboard kits have been purchased for every pupil.</p> <p>Most practical lessons will be by</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>All staff</p> <p>SLT</p> <p>All staff</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>
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			<p>thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</p> <p>N.B. further advice is available from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p>		<p>demonstration. In the event of a practical lesson taking place individuals must clean any equipment both before use and after use.</p> <p>In practical lessons there must be a complete surface clean before a different 'bubble' group occupies the room. The individual must still clean each item of equipment both before and after use.</p>	LOW	All Staff	
4	<b>Managing Customers, Contractors and visitors</b>	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>Encouraging visits via remote connection/working where this is an option.</li> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>Limiting the number of visitors at any one time.</li> <li>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> </ul>	LOW	<p>Avoid on site meetings where possible, and use telephone, Zoom or Teams meetings as alternatives.</p> <p>Staff receiving visitors are responsible for explaining school rules for operational safety.</p> <p>Staff inviting visitors should leave ample space between meetings to ensure they are able to meet them promptly at reception.</p> <p>Any contractors on site must be advised of their responsibilities for 'distancing, and avoid contact with pupils and staff. Work will only be agreed where distancing can be achieved. All other work must be outside hours of pupil occupancy.</p>	LOW  LOW  LOW  LOW	All Staff  All Staff  All Staff  All Staff	

			<ul style="list-style-type: none"> <li>Maintaining a record of all visitors, if this is practical.</li> <li>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul>		<p>The Visitors register will be maintained by Reception staff who will make the entries in the register. Visitors must not be asked to sign the register.</p>	LOW	Reception & Site Staff	
			<p><b>Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</li> </ul>		<p>Staff receiving visitors are responsible for informing them of the operational safety requirements of their visit. As a minimum this will include:-  2 Mtr distancing.  Sanitise hands on entry to each building, and regularly during the visit.  If using toilet facilities occupancy is limited and wash hands on entry and exit.</p>	LOW	All Staff	
			<ul style="list-style-type: none"> <li>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> </ul>		<p>Staff are expected to be ready to receive planned visitors, to avoid them waiting in Reception. If the staff member is not immediately available the visitor should be asked to wait outside, or in their car from where they can be collected by the staff member.  Reception staff should note a mobile phone number or car colour and location to help locate waiting visitors.  Visitors without appointments should wait outside or in their car, or have an appointment</p>	LOW	All Staff	

					made for them, either face to face or by telephone.			
5	<b>Workplace and furniture contamination</b>	Staff, Pupils, Parents, Visitors, Contractors  Transference of the Covid virus through touching of multi person use surfaces	<ul style="list-style-type: none"> <li>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>remove soft furnishings that are hard to clean .</li> </ul> <ul style="list-style-type: none"> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> </ul> <b>Hygiene: handwashing, sanitation facilities and toilets</b> <ul style="list-style-type: none"> <li>Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</li> <li>ensure that all adults and children: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for</li> </ul> </li> </ul>	MED	<p>Groups of pupils will be allocated to classrooms which are most appropriate in terms of space furniture and equipment. Where teachers are using interactive screens these must not be touched by pupils. Where items cannot be stored elsewhere clearly mark them as 'DO NOT USE'</p> <p>If a room is shared with another teacher the screen, PC or laptop Doc will need to be cleaned before use by a second or subsequent teacher. Teachers will be issued with cleaning wipes for personal use only.</p> <p>Regular use rooms and corridors will have consistent posters to remind pupils of desired practices.</p> <p>At the start of every day staff will remind pupils of the requirements for them to maintain distancing, and keep to their designated areas. They will also be reminded of hand hygiene and respiratory hygiene . (Catch it, Bin it, Kill it)</p>	LOW	All Staff	Sept
						LOW	All Staff	
						LOW	SBM Site Mgr	Sept
						LOW	All Staff	

			<p>tissue waste</p> <ul style="list-style-type: none"> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> </ul>		<p>Hand sanitiser dispensers will be mounted at entrances to buildings and staff must encourage use on every entry to the building.</p>	LOW	All Staff	Sept
			<ul style="list-style-type: none"> <li>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>Enhancing cleaning for busy areas.</li> </ul>		<p>Pupil groups will have designated toilets to reduce mixing and overcrowding. Trough urinals can only be used by two people in a distanced manner. Staff &amp; Pupils Instructed to wash hands /sanitise on the way in and on the way out. If you enter a toilet area and all facilities are in use 'wait outside and maintain 2 mtr distances.</p> <p>Extra Cleaning staff will be recruited to enable cleaning staff to be on site throughout the day which will enable toilets to be cleaned 3 times per day.</p>	LOW	All Staff	
			<ul style="list-style-type: none"> <li>Providing more waste facilities and more frequent rubbish collection.</li> </ul>		<p>Larger bins with lids have been purchased and will be collected at least twice per day.</p>	LOW	SBM Site Mgr	Sept
			<ul style="list-style-type: none"> <li>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.</li> </ul>		<p>The vast majority of school toilets have paper towel for hand drying.</p>	LOW	SBM	Sept

			<ul style="list-style-type: none"> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p>The school cleaning team will operate in accordance with the 'Cleaning of non-healthcare setting guidance. Cleaning Staff to be issued with individual copies.</p>	LOW	SBM Site Mgr	Sept
			<ul style="list-style-type: none"> <li>clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul>	<p>The on site cleaning team will be able to clean surfaces during staggered break times and on request. High use ares will be cleaned regularly throughout the day.</p> <p>Classrooms will also have a supply of cleaning materials.</p>	LOW	SBM Site Mgr	
			<ul style="list-style-type: none"> <li>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul>	<p>Corridor fire doors have automatic magnetic release systems which enable doors to be held open and will release automatically in the event of a fire. Staff are encourage to ensure rooms are well ventilated and to use the dedicated outside space.</p>	LOW	All Staff	
			<ul style="list-style-type: none"> <li>Use your local suppliers for proportionate supplies of soap, anti-</li> </ul>	<p>School air conditioning has been serviced but is currently switched off at the isolator points to prevent use. Staff should maintain good ventilation in classrooms and air conditioning wont be effective at the same time as ventilation is in operation. Some units also have heating capability and can be turned back on when the cold weather returns.</p> <p>Site Manager and SchoolBusiness Manager to conduct a weekly review of</p>	LOW	SBM Site Mgr	

			<p>bacterial gel and cleaning products if needed there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p>	<p>cleaning products and PPE materials and products. A minimum stock of 1 month should be held at all times.</p> <p>Disinfectant 'fogging' machine purchased to deep clean rooms where applicable and always where an individual with Covid symptoms has been isolated.</p>			
			<p><b>Changing rooms and showers</b></p> <ul style="list-style-type: none"> <li>Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.</li> <li>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ul>	<p>School uniform code amended to allow PE Kit to be worn on days when pupils have a PE Lesson. Showers will not be needed after lessons. Showers to be run for 5 minutes each week to avoid water stagnation.</p> <p>Legionella tests will continue on a monthly basis as usual.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SBM Site Mgr</p> <p>SBM</p>	<p>Sept</p>
			<p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p> <ul style="list-style-type: none"> <li>Cleaning procedures for goods and merchandise entering the school site.</li> </ul>	<p>All deliveries to be held in store for 3 complete days before delivery to departments or disinfected if transfer is needed in less than 3 days.</p> <p>Staff to use protective gloves and wash / sanitize hands after receiving or completing a delivery.</p> <p>Shire Services delivery van has a designated driver. Cleaning of</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>All Staff</p> <p>Kitchen Staff</p>	
			<ul style="list-style-type: none"> <li>Cleaning procedures for vehicles if appropriate e.g. Minibuses, lawn</li> </ul>				

			mowers.		cabin needed before used by any other driver.			
6	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	<p>Staff, Pupils</p> <p>Increased chance of transmission of Covid Virus where an individual is displaying Covid symptoms</p> <p>Failure to isolate individuals with Covid symptoms or to engage with Test &amp; Trace in the event of a confirmed case</p>	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is <b>not recommended</b>.</li> <li>Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li><b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work</b>, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be</li> </ul> </li> </ul>	LOW	<p>Staff must wear face masks where it is necessary to break 2 mtr distancing.</p> <p>This will include the administering of first aid, where staff and the patient should wear a face mask with the staff member also wearing gloves. (Disposable Aprons and face protection is also available)</p> <p>Facemasks must be worn by staff where it is necessary to support a pupil in a way that breaches normal distancing practices.</p> <p>If anyone becomes ill they should immediately be isolated and provided with a facemask and disposable gloves. The staff member caring for the ill person must use PPE</p>	<p>LOW</p> <p>MED</p> <p>LOW</p> <p>MED</p>	<p>All staff</p> <p>First Aid Staff</p> <p>All Staff</p> <p>All Staff</p>	

			<p>maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE.</p>		<p>equipment which will be a mask and gloves as a minimum, but aprons and face shields will also be available.</p> <p>Parents should be called immediately to come and collect the pupil, and take them for testing / treatment.</p> <p>If testing confirms a positive result the tracing of the individual’s movements in school and on buses should then take place. Any pupils or staff member within the contact group (bubble) should immediately isolate and request testing .</p> <p>School will confirm which staff and pupils need to isolate in consultation with the Local Public Health Team / Public Health England.</p> <p>Staff and Pupils must follow the instructions received and the Test &amp; Trace programme.</p> <p>Test results must be reported to school immediately once received.</p> <p>All movement areas must be thoroughly cleaned in accordance with guidelines.</p>			
7	<b>Catering facilities</b>	<p>Staff, Pupils</p> <p>Normal operations involve a lack of distancing and use of</p>	<ul style="list-style-type: none"> <li>consult with the catering company if separate from school staff, see what they are able to provide</li> <li>Practicality of providing food for pupils and staff</li> </ul>	LOW	<p>School provides catering for 3 primary schools as well as its own pupils.</p> <p>Primary schools are initially having ‘Grab Bag’ meals and no hot meal provision. Hot meal provision is available from the</p>	<p>LOW</p> <p>LOW</p>	<p>Kitchen Staff</p> <p>Kitchen Staff</p>	



		shared surfaces which enhances the risk of transmission		2 <sup>nd</sup> week back for primary schools.		
			<ul style="list-style-type: none"> <li>Can social distancing be achieved in the kitchen</li> </ul>	<p>Corbet pupils will continue to receive a set menu (hot service) of 'Grab &amp; Go' nature that can be transported to an outside area or the classroom.</p>	LOW	Kitchen Staff
			<ul style="list-style-type: none"> <li>Will separate sittings be viable for reduced numbers</li> </ul>	<p>There is a large food preparation area with the potential to expand into a reserve section if necessary, although this is unlikely. Floor markings will ensure pupils are 2 mtrs distanced collecting food.</p>	LOW	Kitchen Staff
			<ul style="list-style-type: none"> <li>Additional time needed to clean areas between sittings</li> </ul>	<p>There will be no Break service to prepare as lunch breaks are spread over a wider period to enable staggering. A one way system will operate for food collection.</p>	LOW	SLT
			<ul style="list-style-type: none"> <li>Use disposable plates, cups and cutlery</li> </ul>	<p>There will not be dining hall sittings. A very small number of pupils may need a table in the dining hall due to specific needs. Tables will not enable face to face seating. Tables will be set on a bubble basis and cleaning will take place between bubbles.</p>	LOW	Kitchen Staff Cleaning Team
				<p>Food will be provided in disposable containers with disposable cutlery or Grab bags, which enables food to be taken back to designated areas to be consumed.</p>	LOW	Kitchen Staff
						Kitchen

					<p>Primary delivery is in Bulk transport containers.</p> <p>Corbet Waste will be collected immediately after lunch.</p> <p>Perspex screens have been introduced at the cashier desks.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>Staff</p> <p>Cleaning Team</p> <p>Site Mgr</p>	<p>Sept</p>
8	<b>First Aid</b>	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Increase transmission risk from close contact and from individuals displaying Covid symptoms</p>	<ul style="list-style-type: none"> <li>First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>PEEPS (Personal Emergency Evacuation Plan) – may need reviewing for disabled people/people with assistance dogs/use of lifts due to changes in social distancing or evacuation routes.</li> <li>Additional measures may be required\implemented in view of staff shortages.</li> </ul>	MED	<p>COVID EAV / CPR procedures to be checked and presented to First Aid staff.</p> <p>A new PEEP plan must be completed for each pupil who has temporary or permanent mobility difficulties, to ensure effective evacuation in an emergency. The plan must be communicated to all staff .</p> <p>PPE must be worn by first aid staff when treating individuals displaying Covid symptoms The Reception Meeting Room will be used as an isolation room and the Toilet between the Assistant Head Offices will be available to an isolated individual and will be cleaned immediately after use.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>Site Mgr</p> <p>SEN</p> <p>Student Support</p> <p>Tutor</p> <p>First Aid Staff</p>	<p>Sept</p>
9	<b>Accidents\ incidents</b>	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Minimise higher risk activities to reduce the incidents of</p>	<ul style="list-style-type: none"> <li>Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist</li> </ul>	LOW	<p>Normal recording and reporting practices to continue.</p> <p>If a COVID case is identified this must reported to RIDDOR and the Local Health Protection Team / PHE</p> <p>Accident risks will be reduced by removing contact sports and activities from daily operations.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>J Kear</p> <p>SLT</p>	

		accidents and potential physical contact	children\students		Introducing a one way system will also reduce potential for collision injuries.	LOW	SLT	Sept
10	Emotional distress of the staff - including anxiety	Staff Pupils	<ul style="list-style-type: none"> <li>At least one SLT member of staff on site every day for staff to share concerns.</li> </ul>	LOW	All Teaching SLT are expected to be on site. SBM will work partially remotely in co-ordination with the Finance Clerk to maintain distancing in the office.	LOW	SLT	
	Emotional distress of the pupils	Staff & Pupils may become anxious if they are unable to communicate their concerns or don't have sufficient information	<ul style="list-style-type: none"> <li>Staff to be including with the decision making, risk assessments.</li> </ul>		The Risk Assessment will be circulated to all staff and Governors, with comments invited to be sent to the School Business Manager. A Copy will be posted to the School web site	LOW	SLT	Sept
			<ul style="list-style-type: none"> <li>Review staff work and rest rooms to ensure social distancing can be achieved.</li> </ul>		Additional rooms will be designated as staff rooms and staff allocated to a specific room to reduce mixing.	LOW	SLT	
			<ul style="list-style-type: none"> <li>Have details of counselling available</li> </ul>		Staff are instructed to sanitise / wash hands on the way in and on the way out of toilet facilities. If you enter a toilet area and all facilities are in use 'wait outside and maintain 2 mtr distances.			
			<ul style="list-style-type: none"> <li>Pupils to be supported by staff</li> </ul>		Staff Counselling facilities are detailed in the Staff Handbook and are on the Staff Room Notice Board. SLT Members will be looking for 'signs of stress' and will welcome questions and discussion. The School has also appointed a Mental Health Lead Teacher for staff to contact for support.	LOW	SLT	
					Pupils will be supported by all	LOW	All Staff	

			<ul style="list-style-type: none"> <li>• SEN pupils - review assessments to be able to further assist pupils who will not understand the changes</li> </ul>		<p>staff however in particular they will have support from their Tutor and the Student Support Team who have access to a variety of agency services.</p> <p>SENCO &amp; Asst SENCO are in regular contact with pupils and Parents.</p>	LOW	SENCO & SEN Team	
11	<b>Transport arrangements</b>	<p>Pupils, Staff</p> <p>As a rural school the majority of pupils use designated school transport to get to and from school. Buses will be operating at capacity and hence the likelihood of transmission is increased.</p>	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• ensuring that transport arrangements cater for any changes to start and finish times</li> <li>• making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>• taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> <li>• Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use.</li> </ul>	MED	<p>Approximately 80% of Corbet Pupils use school transport organised by Shropshire Council Transport Department. Normal start and finish times remain in place</p> <p>Buses will operate at full capacity and seating will be segregated by year group. Transport have issued instructions to all pupils allocated a bus place which include compulsory wearing of face coverings and maintaining distancing while waiting for the bus to arrive.</p> <p>School has published a procedure for removing masks when leaving the bus and keeping them in a resealable plastic bag. Masks will be put on before leaving the final class of the day so that pupils are ready to board the bus quickly. Staff will monitor this process.</p> <p>Pupils will be directed to their designated area as soon as they enter school in order to avoid</p>	<p>MED</p> <p>MED</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p>	

			<ul style="list-style-type: none"> <li>making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li><b>communicating</b> revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul>		<p>mixing.</p> <p>Pupils will wash /sanitise their hands before entering the school building. There are over 40 hand sanitiser stations around school.</p> <p>Shropshire Council Transport Department has agreed detailed operational procedures with the school transport operators.</p> <p>School has advised Parents against the use of Public Transport wherever possible.</p> <p>Transport guidance and behaviour expectations to be communicated to parents and pupils.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>LA Transport Team</p> <p>SLT</p> <p>LA Transport Team</p> <p>SLT</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>
12	<b>Use of Car park for cars, and other forms of transport</b>	<p>Staff Pupils Parents Visitors Contractors</p> <p>Accidental contact in car park areas creating potential transmission events</p>	<ul style="list-style-type: none"> <li>Car parking/spacing of cars for staff</li> <li>Use of bikes - revise the siting of bikes and again stagger times of arrival and maybe dedicate different area to secure bikes</li> </ul>	LOW	<p>Staff parking cars should ensure they observe 2 mtr personal distancing when getting in &amp; out of cars.</p> <p>Wait in the car until other people are at least 2mtrs clear of you before getting in or out.</p> <p>Secondary sites for bike storing will be identified if necessary. Bike use is normally low but will be reviewed as necessary.</p>	<p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p>	
13	<b>When schools reopened other areas will need</b>	<p>Staff Pupils Parents Visitors Contractors</p>	Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.	LOW	Normal school inspection programme to continue in a distanced manner.	LOW	SBM	

<b>consideration.</b> <b>e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b>	Ensure normal operating practices are reviewed to ensure Covid compatibility	Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.	Additional Space has been utilised at the meeting point to enable more distancing.  Fire Drills will be operated with individual year groups.	LOW  LOW	SBM Site Mgr  SLT	Sept
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**If more hazards are identified please add more boxes**

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

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## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"> <li>• Perimeter fencing, hedges, gates etc.</li> <li>• Trees</li> <li>• Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>• Boundary integrity</li> <li>• Risk assessments up-to-date; no damage</li> <li>• Secure – waste collection still occurring</li> </ul>		
<b>Building:</b> <ul style="list-style-type: none"> <li>• Roof (inc. chimneys)</li> <li>• Facias, gutters, downpipes</li> <li>• Walls</li> <li>• Windows</li> <li>• Exterior doors</li> <li>• Door canopies</li> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Defects or damage</li> <li>• Doors opening properly with no restrictions</li> <li>• No defects or damage; in working order</li> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>		
<b>Interior:</b> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> <li>•</li> <li>• No slip or trip hazards</li> </ul>		
<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>•</li> <li>• Electricity (CB / RCD checks, sockets)</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>•</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> </ul>		

<ul style="list-style-type: none"> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed</li> </ul>		

<p>(electricity)</p> <ul style="list-style-type: none"> <li>Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<p>according to schedule</p> <ul style="list-style-type: none"> <li>Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>		