

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.
V11
Sept 21

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

Workplace/Team: Date of Assessment: 18th August 2021 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	Catching or spreading Coronavirus – General considerations	<p>Staff, pupils Parents, guardians</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> 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 . Minimising the risk of transmission post lockdown for pupils and staff. Staff are self testing on a voluntary basis twice per week. Staff consent for testing is in excess of 90% The high consent levels for staff and pupils considerably reduces the risk of bringing the virus into school on the return after lockdown. 	Low	<p>Anyone with Covid Symptoms or with a positive test should stay at home.</p>	LOW	SLT	Sept
					<p>If Covid Symptoms start whilst at school , the individual will need to isolate pending collection, and arrange for a PCR test.</p> <p>Staff should travel home immediately.</p> <p>Public Transport should not be used.</p>	MED	SLT	Sept
					<p>Following the summer 21 holidays pupils will be offered 2 LFD tests on return to school. Tests will be 3 -5 days apart and return to school will be staggered to facilitate the testing. Once back in school pupils will transfer onto home testing twice per week. Pupil consent for testing is in excess of 80% which is well above national averages. All staff will be able to join the staff testing scheme.</p>	LOW	All	Sept 7 th

			<ul style="list-style-type: none"> Adults to maintain distancing from other adults and with pupils where possible. Pupils have reduced contacts by implementing 'bubble' groups. 	<p>Government Guidance has removed the need for distancing and year group bubbles are no longer required. Face masks are no longer required in school.</p> <p>Break & Lunch facilities can return to normal operation and lunch locations will return to the Dining Hall.</p>	LOW	All	Sept
			<ul style="list-style-type: none"> 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. 	<p>Hygiene remains a primary control measure, with wall mounted hand sanitiser dispensers continuing to be posted at entry sites to every building.</p> <p>Regular hand washing will continue to be promoted.</p>	LOW	All	Sept
			<ul style="list-style-type: none"> ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	<p>Print & Display posters. 2 per classroom and corridor.</p> <p>Additional bins (with lids) purchased. Larger for increased use.</p>	LOW	All	Sept
			<ul style="list-style-type: none"> cleaning frequently touched surfaces often using standard products, such as detergents and bleach 				
			<ul style="list-style-type: none"> minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>The cleaning team will be on site during the school day for extra cleaning of frequent use areas. . Cleaning materials will be provided in classrooms and personal cleaning equipment for teachers.</p>	LOW	SLT	Sept

			<p>When a confirmed positive case is identified, school will work with Public Health advisors and implement track and trace procedures to identify 'close contacts'. Close Contacts will be identified by Track & Trace and asked to isolate individually as required.</p> <ul style="list-style-type: none"> Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable. 		<p>During times of a school or local community outbreak, school is likely to re-introduce the need for face coverings to be worn in classrooms, as well as when moving around school. The level of control measures employed may also fluctuate with the level of school, community, and national case rates.</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 return to normal operation as year group bubbles are no longer required.</p>	<p>LOW</p> <p>LOW</p> <p>Low</p>	<p>SLT</p> <p>SBM</p> <p>SBM</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>
2	Maintaining Social Distancing at School	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> organise small class groups, as described in the 'class or group sizes' 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&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 	MED	<p>Under Government Guidance Year Group bubbles are no longer required.</p> <p>School timetable operations will return to normal, and pupils will move around school to departments and allocated classrooms.</p> <p>The main control measures to remain are Hygiene, Cleaning & Ventillation.</p> <p>Face Masks, Distancing & Year Group Bubbles remain a control option if school or local cases increase.</p>	<p>LOW</p>	<p>SLT</p>	<p>Sept</p>

			<ul style="list-style-type: none"> Office space try to minimise or prevent hot desking – designate separate spaces where practicable. 	<p>Hot desking can now take place.</p> <p>Cleaning materials are available in all location to wipe equipment and surfaces.</p> <p>Hygiene and ventilation practices are to be employed as control measures.</p>	LOW	HOD's Line Mgrs	Sept
			<ul style="list-style-type: none"> refresh the timetable: <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building stagger assembly groups stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>As there is no requirement for distancing or group bubbles, school timetables can return to normal.</p> <p>Break & Lunch times will be the same for the whole school, and year groups will not be segregated .</p> <p>The Dining Hall will be re-opened for a lunch service, and a Takeaway Break service will resume.</p> <p>Normal school times can resume for all pupils.</p>	LOW	SLT	Sept
					LOW	SLT	Sept

			<ul style="list-style-type: none"> 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 Coronavirus (COVID-19): safer travel guidance for passengers 		<p>Face Masks are no longer required in school , but are still recommended on school buses where pupils are in a confined space with people they meet less often.</p> <p>Face Masks are also recommended on Public Transport where space can be shared with the general public.</p>	<p>LOW</p> <p>MED</p>	<p>SLT</p> <p>LA Transport Team</p>	<p>Sept</p> <p>Sept</p>
3	Reduce mixing within education or childcare setting by:	<p>Staff, pupils,</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> accessing rooms directly from outside where possible 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 staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 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 should be cleaned between each group. If such measures are not possible, children should be brought their lunch in 	MED	<p>Many classrooms are accessed externally.</p> <p>As bubbles no longer exist, the one way systems can be removed.</p> <p>Pupils will still enter classrooms on arrival, and use cleaning materials to wipe down their work area.</p> <p>As year group mixing is now allowed, school can return to a normal Breaks and Lunch service.</p> <p>The Dining hall will now be available for pupils at lunch time. Break service will be re-introduced on a take-away basis.</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>their classrooms</p> <ul style="list-style-type: none"> ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 		<p>Toilet blocks are allocated by year groups to balance user volumes.</p> <p>Peak requirement is at Break & Lunch time, when duty staff regularly check toilet facilities to prevent overcrowding. Instructions to wash / sanitise hands are displayed on the way in and on the way out.</p>	MEDIUM	Duty Staff	Sept
			<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 		<p>Poster reminders for Hand hygiene in toilet blocks and around school as a constant reminder.</p> <p>As Year Group Bubbles and distancing are no longer required groups can mix freely at break and lunch times.</p> <p>Cleaning materials are located around school to enable shared equipment to be cleaned between users.</p>	LOW	SBM	Sept
						LOW	SLT	Sept
						LOW	All	Sept

			<p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. • 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 COVID-19: cleaning of non-healthcare settings guidance 		<p>The School can now be used for Year Group assemblies, and for lunchtime seating.</p>	LOW	SLT	Sept
					<p>Additional cleaning will continue throughout the day in washroom facilities, and in areas where there is a high volume of traffic.</p>	LOW	SLT	Sept
					<p>A stock of cleaning materials will remain in all classrooms to enable cleaning to take place at every lesson change.</p>	LOW	All	Sept
			<ul style="list-style-type: none"> • stagger the use of staff rooms and offices to limit occupancy 		<p>As there is no longer a need for Distancing to be maintained, the main staff room is available for all staff, although many of the temporary staff facilities will remain.</p>	LOW	SLT	Sept
			<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. • Children could be asked to bring in own stationary (or have packs of stationary labelled with their name on) 		<p>Pupils should continue to use the equipment packs provided and the mini whiteboards.</p>	LOW	All Staff	Sept
					<p>If school or personal equipment is shared it should be cleaned between users , by utilising the cleaning equipment provided in each classroom.</p>	LOW	All staff	Sept
			<ul style="list-style-type: none"> • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by 		<p>As there is no requirement to distance practical work can resume. Pupils should continue to use</p>	LOW	All staff	Sept

			<p>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&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p>		classroom cleaning materials to clean equipment before use.			
4	Managing Customers, Contractors and visitors	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<p>Contractors</p> <ul style="list-style-type: none"> Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time. 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. Maintaining a record of all visitors, if this is practical. Revising visitor arrangements to ensure social distancing and hygiene, 	LOW	<p>As Distancing is no longer a requirement, face to face meetings can be arranged. Staff should continue to consider Zoom / Teams meetings as an alternative where suitable.</p> <p>Staff receiving visitors are responsible for explaining school rules for operational safety. Hygiene, Cleaning & Ventillation regimes remain the main system of transmission controls.</p> <p>Staff inviting visitors should leave ample space between meetings to minimise the number of people waiting in Reception.</p> <p>Any contractors on site must be advised of their responsibilities for upholding school Covid control measures.</p> <p>The Visitors register will be maintained by Reception staff who will make the entries in the</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>Recepti on & Site</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>

			<p>for example, where someone physically signs in with the same pen in receptions.</p> <p>Customers and Visitors-</p> <ul style="list-style-type: none"> • 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. • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 		<p>register. Protection screens will remain in place for a considerable time, in case there is a need to increase control measures again.</p> <p>Staff receiving visitors are responsible for explaining school rules for operational safety. Hygiene, Cleaning & Ventillation regimes remain the main system of transmission controls.</p> <p>At busy times the Receptionist may request that people waiting for school staff, should return to their car, and wait to be contacted on their mobile, or by the staff member in person.</p>	<p>LOW</p> <p>LOW</p>	<p>Staff</p> <p>All Staff</p> <p>Recepti on Staff</p>	<p>Sept</p> <p>Sept</p>
5	Workplace and furniture contamination	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Transference of the Covid virus through touching of multi person use surfaces</p>	<ul style="list-style-type: none"> • remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere • remove soft furnishings that are hard to clean . • Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. 	MED	<p>The school will continue to employ a contractor to undertake periodic electrostic cleans, which reduce the likelihood of contamination from surfaces</p> <p>Most teachers will utilise their allocated classroom, with some staff moving between rooms. Staff moving around school will usually have their own laptop.</p> <p>There will be cleaning materials in all classrooms that staff and students should use to clean their work areas when they enter the room.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SBM</p> <p>All Staff</p> <p>SBM Site Mgr</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>

			<p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste 	<p>Regular use rooms and corridors will have consistent posters to remind pupils of desired practices. Hand washing / Sanitisation Catch it / Bin it / Kill it Ventillation Additional Cleaning</p>	LOW	SBM	Sept
			<ul style="list-style-type: none"> ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments 	<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"> Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. 	<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 at least twice per day.</p>	LOW	SBM	Sept

			<ul style="list-style-type: none"> • Providing more waste facilities and more frequent rubbish collection. • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. • follow the COVID-19: cleaning of non-healthcare settings guidance • 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 • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	<p>Larger bins with lids have been purchased and will be collected at least twice per day.</p> <p>The vast majority of school toilets have paper towel for hand drying.</p> <p>The school cleaning team will operate in accordance with the 'Cleaning of non-healthcare setting guidance.</p> <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> <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 encouraged to ensure rooms are well ventilated and to use the dedicated outside space.</p> <p>School air conditioning has been professionally serviced . All units in school are single room systems and therefore there is</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>Site Mgr</p> <p>SBM Site Mgr</p> <p>SBM Site Mgr</p> <p>SBM Site Mgr</p> <p>All Staff</p> <p>SBM Site Mgr</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>
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			<ul style="list-style-type: none"> Use your local suppliers for proportionate supplies of soap, anti-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>no cross room contamination. Units must only be used with windows open to ensure a mix of internal and external air. Circulated and ventilated air is better than stagnant air in preventing transmission.</p> <p>Site Manager and SchoolBusiness Manager to conduct a weekly review of 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>Regular electrostatic cleaning is being employed to reduce the risk of transmission from surface contact.</p>	LOW	SBM Site Mgr	Sept
			<p>Changing rooms and showers</p> <ul style="list-style-type: none"> 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. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 	<p>As distancing is no longer required changing rooms can be utilised as normal. The changing room extension completed in Summer 21 provides additional space for pupils. Windows will be open to allow ventilation. Additional cleaning will occur at regular intervals during the day. Showers will not be needed for lessons.</p> <p>Legionella tests will continue on a monthly basis as usual.</p>	LOW	PE Staff	Sept

			<p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Cleaning procedures for goods and merchandise entering the school site. • Cleaning procedures for vehicles if appropriate e.g. Minibuses, lawn mowers. 		<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 cabin needed before used by any other driver.</p>	<p>LOW</p> <p>LOW</p>	<p>SBM Site Mgr</p> <p>Drivers</p>	<p>Sept</p> <p>Sept</p>
6	<p>Use of Personal protective equipment (PPE) in School settings against COVID -19</p>	<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 & Trace in the</p>	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. • 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. • 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. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, 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 	<p>LOW</p>	<p>Under the latest Government guidance Face Masks are no longer required.</p> <p>If an individual is displaying Covid symptoms then both the first aider and the patient should wear a face mask. The first aider should also wear Disposable Gloves , an apron and eye protection.</p> <p>If anyone becomes ill they should immediately be isolated and provided with a facemask . The staff member caring for the ill person must use PPE equipment which will be a mask and gloves as a minimum, but aprons and eye protection will</p>	<p>LOW</p> <p>MED</p> <p>MED</p>	<p>All staff</p> <p>First Aid Staff</p> <p>All Staff</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>

		event of a confirmed c	<p>cases including:</p> <ul style="list-style-type: none"> 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 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>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.</p>		<p>also be available. Parents should be called immediately to come and collect the pupil, and take them for testing / treatment. Public transport should not be used.</p> <p>If testing confirms a positive case , the individual will need to isolate immediately, and wear a mask until they can be collected. They should be asked to arrange a PCR test. Public transport should not be used for the journey home.</p>			
7	Catering facilities	<p>Staff, Pupils</p> <p>Normal operations involve a lack of distancing and use of shared surfaces which enhances the risk of transmission</p>	<ul style="list-style-type: none"> consult with the catering company if separate from school staff, see what they are able to provide Practicality of providing food for pupils and staff 	LOW	<p>School provides catering for 3 primary schools as well as its own pupils.</p> <p>Primary schools have a full menu available.</p> <p>As there is no requirement for Year Group bubbles to remain, Corbet pupils can have a single lunch service that can return to the Dining Hall. A Take-away break service will also return .</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>Kitchen Staff</p> <p>Kitchen Staff</p> <p>Kitchen Staff</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p>

			<ul style="list-style-type: none"> • Can social distancing be achieved in the kitchen • Will separate sittings be viable for reduced numbers • Additional time needed to clean areas between sittings • Use disposable plates, cups and cutlery 		<p>There is a large food preparation area with the potential to expand into a reserve section if necessary, although this is unlikely. The removal of distancing prevents this being a current issue, however facilities are in place if guidance changes.</p> <p>As the requirement for distancing and year group bubbles has been removed a normal Break & Lunch service will resume</p> <p>Additional Cleaning staff are employed in school during the day , and can support with extra cleaning at lunch times.</p> <p>Perspex screens have been introduced at the cashier desks.</p> <p>Re -usable trays, plates and cutlery will be used and cleaned using a commercial dish washer before re-use.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>Kitchen Staff</p> <p>SLT</p> <p>Kitchen Staff Cleaning Team</p> <p>Kitchen Staff</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>
8	First Aid	Staff, Pupils, Parents, Visitors, Contractors	<ul style="list-style-type: none"> • 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. 	MED	COVID EAV / CPR procedures to be checked and presented to First Aid staff.	LOW	Site Mgr	Sept

		Increase transmission risk from close contact and from individuals displaying Covid symptoms	<ul style="list-style-type: none"> 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. Additional measures may be required\implemented in view of staff shortages. 		<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 next to the meeting room will be available to an isolated individual and will be cleaned immediately after use.</p>	LOW	SEN Student Support Tutor	Sept
9	Accidents\ incidents	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Minimise higher risk activities to reduce the incidents of accidents and potential physical contact</p>	<ul style="list-style-type: none"> Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students 	LOW	<p>Normal recording and reporting practices to continue.</p> <p>If a positive LFD test is identified at school the pupil will isolate immediately. Parents will be asked to collect the pupil and get a PCR test. Positive cases out of school will be directed by Track & Trace.</p> <p>Accident risks will be reduced by removing contact sports and activities from daily operations.</p>	LOW	All Staff J Kear SLT	Sept Sept Sept
10	Emotional distress of the staff - including anxiety	Staff Pupils	<ul style="list-style-type: none"> At least one SLT member of staff on site every day for staff to share concerns. 	LOW	<p>As there are no longer distancing requirements, and no special categories for Clinically Extremely Vulnerable people staff will be expected to come into work. CEV people should be particularly vigilant in respect of the control measures in place within school.</p>	LOW	SLT	Sept

			<ul style="list-style-type: none"> Staff to be including with the decision making, risk assessments. 		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"> Review staff work and rest rooms to ensure social distancing can be achieved. 		As distancing is no longer a requirement the staff room facilities are available to all. Many of the additional staff room areas will continue to operate and can still be utilised by staff if they wish.	LOW	SLT	Sept
					Staff are instructed to sanitise / wash hands with increased regularity, and on the way in and on the way out of toilet facilities.	LOW	SLT	Sept
			<ul style="list-style-type: none"> Have details of counselling available 		<p>Staff Counselling facilities are detailed in the Staff Handbook and are on the Staff Room Notice Board.</p> <p>SLT Members will be looking for 'signs of stress' and will welcome questions and discussion.</p> <p>The School has also appointed a Mental Health Lead Teacher for staff to contact for support.</p>	LOW	All Staff	Sept
			<ul style="list-style-type: none"> Pupils to be supported by staff 		Pupils will be supported by all 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.	LOW	All Staff	Sept
	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"> • SEN pupils - review assessments to be able to further assist pupils who will not understand the changes 		SENCO & Asst SENCO are in regular contact with pupils and Parents.	LOW	All Staff	Sept
11	Transport arrangements	<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>Staff, parents and children:</p> <ul style="list-style-type: none"> • encouraging parents and children and young people to walk or cycle to their education setting where possible • ensuring that transport arrangements cater for any changes to start and finish times • making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • 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 • 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. 	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 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</p>	<p>MED</p> <p>MED</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>LA Transport Team</p>	<p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>

			<ul style="list-style-type: none"> making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 		<p>operational procedures with the school transport operators.</p> <p>Transport guidance and behaviour expectations to be communicated to parents and pupils.</p>	LOW	LA Transport Team	Sept
12	Use of Car park for cars, and other forms of transport	<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"> Car parking/spacing of cars for staff Use of bikes - revise the siting of bikes and again stagger times of arrival and maybe dedicate different area to secure bikes 	LOW	As distancing is no longer a requirement, there are no special measures needed in this area.	LOW	SLT	Sept
13	When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks	<p>Staff Pupils Parents Visitors Contractors</p> <p>Ensure normal operating practices are reviewed to ensure Covid compatibility</p>	<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>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.</p>	LOW	<p>Normal school inspection programme to continue. Extra precautions will be added if cases increase and control measures need to be enhanced.</p> <p>Additional Space has been utilised at the meeting point to enable more distancing and this will be remain.</p> <p>Fire Drills can be returned to normal operation.</p>	<p>LOW</p> <p>LOW</p>	<p>SBM</p> <p>SBM Site Mgr</p>	<p>Sept</p> <p>Sept</p>

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

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

<p>(electricity)</p> <ul style="list-style-type: none"> Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<p>according to schedule</p> <ul style="list-style-type: none"> 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. 		
<p>Other Areas:</p> <ul style="list-style-type: none"> Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<ul style="list-style-type: none"> Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 		