

COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

From the week commencing 1st September 2020 all children will be returning to primary school full time. The government is asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.

While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

The public health advice in this guidance makes up a Public Health England (PHE) -endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school for 14 days from the positive person's onset of symptoms

2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances. Response to any infection:
7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum. It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is not recommended.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 Schools should ask parents and staff to inform them immediately of the results of a test;

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

Breakfast and After School Clubs

Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term..... Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

Premises Management

In conjunction with this risk assessment and guidance from DfE our Site Manager will be advising his team and SLT.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

School	Oliver's Battery Primary School	Assessment No.	1
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Site	Austen Ave	Location	Winchester
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Subject of Assessment	Reopening schools to all pupils. In primary this includes: Year R, 1, 2,3,4,5, and 6. Oliver's Battery Preschool will be in the school building in a classroom.		
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Assessed by	Carly Redfern	Date	04/01/2021	Review date	01/02/2021
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Details of workplace/activity	pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected <i>(Who may be harmed)</i>	
		Pupils, Employees, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school 	medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<p>i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</p> <ul style="list-style-type: none"> • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	arrival and departure times), have taken place, including discussing whether additional training would be helpful.		
2. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Drop off (primary):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Parents and all members of staff are to wear a mask when on the playground for drop off and pick up. Parents are asked to not congregate in the playground for longer that 5minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others) Start times have been staggered for year groups in order to prevent large numbers of parents in the playground/on school grounds; Start times are designed to enable one group of parents to leave the site before the next group arrive; Key stage 2 parents will not be able to come on site There are different entry/exit points for the year groups to ensure social distancing. Parents are reminded to leave the site once their children have entered the building; Only one parent/guardian per child is permitted on site; <p>Entry to the school:</p> <ul style="list-style-type: none"> Year R- pupils will be taken to the year R external 	medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<p>gate after being collected from the playground.</p> <ul style="list-style-type: none"> • KS1- Pupils will be met at the designated drop off area by their Teacher; • KS2 pupils will walk straight to their classrooms. • Parents/Guardians are NOT permitted to enter the school buildings; • Entrance doors are held open, reducing the number of occupants touching the doors; • All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands. <p>Office:</p> <ul style="list-style-type: none"> • No parents are permitted to come into the school office. Any communication that needs to take place must be done via phone, email or at the office window as a last resort. • If there is a safeguarding issue and we need to allow a parent on site, they must wear a mask and the member of staff they are meeting with must all wear a mask. 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <p>Pick up (primary):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each year group have been identified, this information 	medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
<ul style="list-style-type: none"> Pickup / leaving the school. 	<p>has been cascaded to parents.</p> <ul style="list-style-type: none"> Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; Finish times are designed to enable one group of parents and students to leave the site before the next group arrive; Varying exit points are designed to enable one group of parents and students to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been collected; Only one parent/guardian per child is permitted on site; <p>Leaving the school:</p> <ul style="list-style-type: none"> Pupils will be collected in the playground by their parent; Parents/Guardians are NOT permitted to enter the school buildings; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash hands as they leave the school building; Help is available for children and young people who have trouble cleaning their hands independently; 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 		
<p>4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities • Use of the Library 	<p>There will be no assembly of more than 15 students.</p> <p>Early years:</p> <ul style="list-style-type: none"> • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; • Areas will be sectioned off to reduce the sharing of resources • All other classroom controls are the same as primary below. • Social story sent home to explain what school will look like. • Pupils not allowed to enter Library- Staff to collect books to be kept within bubble. Books to be returned to Library by staff by Thursday pm each week and no books to be taken out until the following Monday. (Allowing 72 hours) <p>Primary:</p> <ul style="list-style-type: none"> • Pupils are kept in their bubbles as they cannot socially distance themselves at all times; • Members of staff will wear masks when walking around the school and in communal areas and in their classroom should they wish. • There will be 4 bubbles: Year R, Year 1/2, Year 3/4, Year 5/6. • The year groups will not interact with other year 	medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<p>groups within the school;</p> <ul style="list-style-type: none"> • Hand washing is completed on entrance to the class and between specific activities; • Students are allocated resources and are not encouraged to share; • Students are regularly reminded not to touch their or other students faces; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • Pupils not allowed to enter Library- Staff to collect books to be kept within bubble. Books to be returned to Library by staff by Thursday pm each week and no books to be taken out until the following Monday. (Allowing 72 hours) 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Children bringing in lunch will eat in their classroom. • Hot lunches will be provided to children in picnic boxes that they will eat in their classrooms. • Children to bring own water bottles. • Hands are to be washed both before and after eating • Playground/patios/fields will be zoned and classes do not mix. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the shared areas; • Corridors are sterile environments and kept as clear as possible; • In other corridors we expect adults with the children to hold back their class if another is making their way through the corridor; • safe distance signage is displayed around the school; • Fire doors on main corridor are to be kept closed all day to aid zoning; <p>Break-times / playgrounds:</p>	medium	SLT to decide how we use corridor outside EYFS

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate year group. • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys are not to be used in rotation with another class; • The class teacher can take designated bats, balls, skipping ropes etc. for their class- keeping them within the class with children, washing their hands after a PE lesson or use at playtime; • If it is wet play they stay in their class with their adult; 		
6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>Primary (early years):</p> <ul style="list-style-type: none"> • All those entering the school are required to wash/sanitise their hands; • Hand washing sinks are located within each toilet provision; • Signage to remind occupants to wash their hands and how to do it effectively is displayed around the school; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: 	medium	

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ Before and after eating; ➤ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have single use paper towel for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Classrooms will be cleaned at lunch breaks (tables/door handles) and after school; • Toilets will be sprayed with anti-bacterial spray after break, after lunch and at the end of the day, priority taps, flush buttons and door handles; • Common areas will be cleaned once a day; • Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated 	medium	Lisa to produce overview of cleaning daily and checklist for cleaning staff

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings .		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times amongst themselves, recognising that if within a class this may not always be possible; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; The main school office will have no more than one person sat at their desk. Non-office staff are not to enter the school office or head's office but to communicate at the door. • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; A key time to be aware of numbers is first thing in the morning while getting a coffee. The maximum number of staff in the staff room is 6 – staff to comply with the staff room rota. • pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. 	medium	Share key times with all staff
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This	<ul style="list-style-type: none"> • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years 	medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
<p>includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<p>provision (Note there is a three month additional time allowed for requalification due to current restrictions);</p> <ul style="list-style-type: none"> • The school has a specific room dedicated for suspected cases of COVID-19; We will be using the medical room; • Occupants (pupils or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE provided by Hants CC. • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<ul style="list-style-type: none"> • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
<p>10. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school unless they have an appointment. Appointments must be approved by headteacher. • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left outside the school office for staff to collect; • The SLT are able phone parents if face to face meetings are required; • If a parent has to enter eg. Collect child from first aid staff are to maintain a distance of over 2 metres 	medium	

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<ul style="list-style-type: none"> and wear a mask; • Visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment which has been approved by the head teacher; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • They will need to wear a mask inside school; • The school contact is required to attend reception in good time to meet their visitor; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left on the far side of the reception for staff to collect. • Winchester university students must comply to all risk assessment; they are to have lunch separate to teaching staff; they must not come into school if they have any symptoms or have been in contact with someone that has tested positive; they must socially distance. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This	<ul style="list-style-type: none"> • One in one out management of toilets is in place for adults; 	medium	

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	includes unsuitable use of toilets.	<ul style="list-style-type: none"> • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • At break-time children are not to congregate around toilets; • Toilets are cleaned throughout the day (see above). • Allocated toilet times for classes. 		
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 	medium	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Contingency require to maintain this level of cleaning should whole school return; • The guidance provided by HCC will be followed. 	medium	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely 	medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE (gloves, aprons) is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Children are to line up as classes maintaining two meter gap from other classes; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation; ➤ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible. All other fire system testing and maintenance has continued as normal. 	medium	Share fire drill procedure with all the staff
16	Spread/contraction of COVID-19 due to lack of social distancing measures - Breakfast Club and After school club.	<ul style="list-style-type: none"> Breakfast and Afterschool club will adhere to the hierarchy of protective controls set out by the government: minimising contact with individuals 	medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<p>who are unwell; frequent handwashing; good respiratory hygiene; more frequent cleaning of high touch surfaces; minimising contact and mixing by altering environment and timetables.</p> <p>Breakfast club:</p> <ul style="list-style-type: none"> • Children will be placed in 'bubbles' within breakfast club based on year group within school. Each. • Children in different 'bubbles' will be socially distanced from each other. • Parents will be asked to reduce to a minimum the number of shared settings their child(ren) attend. • On arrival and before leaving Breakfast children will wash their hands. <ul style="list-style-type: none"> • 3 separate areas will be designated by staff where each 'bubble' will leave their coats and bags. • Table surfaces will be cleaned after use by individual children and before another child is seated. • Breakfast Club staff will ensure that surfaces are cleaned at the end of each session • Where possible, use will be made of outside spaces. • Activities and resources will be reviewed to decide which activities can take place whilst maintaining social distancing (eg singing). • Only resources that are easily cleaned will be selected for use. • Where possible all spaces should also be well ventilated using natural ventilation (opening windows). • Staff will be trained to ensure that food preparation and serving will be in line with current 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>	
		<p>government guidance.</p> <p>Afterschool club:</p> <ul style="list-style-type: none"> • Children will be grouped into small consistent groups of no more than 15 children, following the patterns of bookings. • Parents will be asked to reduce to a minimum the number of shared settings their child (ren) attend. • Parents will be asked to pick up children at the designated door and wait outside until the child is ready for collection • On arrival and before leaving After school club children will wash their hands. • Shared area will be used to support provision of snack • Table surfaces and dishes will be cleaned after use by individual children and before another child is seated. Individual table mats will be used to support safe delivery of a snack. • Staff will be trained to ensure that food preparation and serving will be in line with current government guidance. • Where the weather allows, staff and children will spend as much time outside as possible. • Where possible all spaces should also be well ventilated using natural ventilation (opening doors or windows). • We will be promoting good hygiene practices with children and staff to include more frequent hand washing and adopting the 'catch it, bin it, kill it' approach. 		

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<ul style="list-style-type: none"> • The activities and resources provided will be adapted for hygiene reasons and ease of cleaning. • Resources used will be cleaned after every session 		
17	Spread/contraction of COVID-19 due to lack of social distancing measures – Oliver's Battery Preschool being in the school building.	<ul style="list-style-type: none"> • Measures set up from 1st June 2020 in respect of hygiene, use of resources and increased cleaning will remain in place. • Parents reminded not to send child to setting if they or a member of the household is displaying symptoms of COVID-19. • Parents advised to reduce the number of shared settings to a minimum. • The pre-school will form a 'bubble' and will not mix with other classes. • They will only use their resources and follow the schools cleaning guidelines. • Time spent outside will be maximised. • Parents reminded to ensure social distancing guidelines adhered to when dropping off and collecting children. • Parents are reminded to leave the site once their children have been dropped off/collected; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact 	medium	

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<p>with other families.</p> <ul style="list-style-type: none"> All pupils, parents and visitors will be required to engage with 'test, track and trace' measures as set out by Public Health England. Staff will be responsible for providing contact details of visitors who they have invited into school and subsequently may need to be traced. Names of visitors in the school day must be recorded in the school diary 		
18	Risk of disruption to education due to partial or complete school closure as result of COVID-19 outbreak.	<ul style="list-style-type: none"> Continue the use of google classroom for all pupils in Year 2-6. Year R and Year 1 pupils set up on Tapestry to support home learning. Home learning packs available if requested. Home learning packs developed so that lack of technology is not a barrier to accessing learning. Packs printed for collection those with limited access to IT resources. Regular contact with children maintained by class teachers through learning platform. Tracking of those not engaging in learning carried out by class teachers and followed up through individual phone calls – escalation to DSLs if contact not made. Class teacher phone calls fortnightly to check in. Weekly check-ins by DSLs with vulnerable pupils. Teachers to ensure when planning they are planning work that can be delivered via learning platform if required. 	medium	
	Review/Addendum for risk assessment 7.1.21 following school closure to all but Vulnerable and Critical Worker children. No further advice has been given from DfE. School is being run as this risk assessment states rather than as of first Lockdown, Spring 2020. COVID Safety and risk assessment review is standing item on all staff meetings (Teacher, TA, Office, Premises, SLT and governor).			
1	Spread/contraction of COVID-19 within staffroom	<ul style="list-style-type: none"> Reminder to staff 31.12.21 that staff room is an area of possible contagion and there is to be no 		

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		sharing of food (cakes, biscuits etc.) and no food to be left out on tables. <ul style="list-style-type: none"> Follow staff room rota Distance of less than two metres not allowed for staff in different bubbles. Do not sit next to anyone not in your bubble. This in particular applies to staffroom. (1 meter distance = 1minute, 15 mins = 2 meters is distance/time DfE state that contagion can occur) 		
2	. Spread/contraction of COVID-19 within school building	<ul style="list-style-type: none"> Staff and visitors are required to wear face coverings when in school. For teaching we recommend clear visors (enabling children to see staff speak and communicate better). Visors and face coverings available from the office/medical room 		
3	Spread/contraction of COVID-19 within school building- office bubble	<ul style="list-style-type: none"> Office bubble to place bins outside of offices and will move out of office if cleaner hoovering 		
4	Spread/contraction of COVID-19 within school building	<ul style="list-style-type: none"> Only one bubble to be using teacher Work Room at a time due to space and lack of ventilation 		
5	. Ensure safeguarding remains central to all procedures	<ul style="list-style-type: none"> DSLs to meet once a week to closely monitor vulnerable families and children- linking to Hants CC weekly return. 		

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.