

Health & Safety

COVID 19 Risk Assessment – 2020/2021



School:	Hallwood Park Primary School & Nursery
Assessor:	Kay Goodwin
Date:	03/03/21
Review Date:	01/04/21

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
Have parents been informed procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Further reminders prior to 8th March via app, email & website
Are government updates communicated to parents as appropriate?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	App, email, website
Do deep cleans take when required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does effective liaison take place with bus companies/transport providers to arrange staggered start/finish times?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is the use of public transport discouraged where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Most pupils live within walking distance
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Staggered start and finish times are not used as the low number of pupils and the many external doors allow for social distancing to be managed quite easily. Each bubble has a separate entrance/exit. Floor markings in place.
Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See above

Have specified entrances/exits been allocated to specific groups?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are floor markings visible to reduce any possible queuing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Over time, floor signage becomes damaged, is this regularly reviewed and replaced?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The window at the office hatch acts as a sneeze screen and will be kept shut during interactions with visitors.
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Alternate seats roped off to ensure social distancing.
For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	The school's signing in sheets have been adapted to include number for test and trace. A new sheet is handed to the visitor upon arrival.
If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See above regarding screen. Telephone, email and app contact is encouraged. Parents informed via app & website.
Are foyer areas marked for social distancing and displaying relevant signage/posters?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Visitors are asked to wash hands immediately upon arrival in the disabled toilet facilities that are in the lobby area. Plentiful supplies of soap and water.
Are face coverings worn as per government guidance as and when appropriate?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Since 04/01/21, staff have been permitted to wear visors when working with pupils and face coverings when working/interacting with colleagues/visitors. As the infection rate drops, the use of visors in school will be reviewed.
Has guidance been clearly communicated?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are all allowable visitors instructed to wear a face covering?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Letter from Strategic Director circulated 03/03/21 to reinforce the need.
Are there waste receptacles available for disposable face coverings?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lidded bins for tissues and face coverings
Are procedures in place to allow emergency contractors to access the site safely?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Manager greets on arrival and supervises visit.
Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 metre markings are laid out on the playground next to each door/gate.
Are staff advised to delay departure from school to avoid congestion with parents/pupils?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Little congestion due to low pupils numbers
Hygiene/Social Distancing		
Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Revisions to the Behaviour Policy have been circulated to all parents and carers, and built into the home-school agreement.
Is there clear signage/communication throughout the school/early years setting?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
For younger children and children with complex needs has this been actioned by age-appropriate methods such as stories and games?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p>To minimise contact between individuals are consistent groups/bubbles maintained to endeavour to reduce transmission? Smaller groups could ultimately lead to less persons being required to isolate.</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Pupils are organised in three bubbles:</p> <ul style="list-style-type: none"> • Early Years (Nursery & Reception) • Key Stage 1 (Year 1 & Year 2) • Key Stage 2 (Years 3-6) <p>Each bubble to use separate toilet and hand-washing areas. Most staff allocated to one bubble only and each bubble to operate within designated areas of the site, separate from other bubbles.</p> <p>Key Stage bubbles maintained during school closure period.</p>
<p>Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Handwashing is supervised. Posters reinforce the message.</p>
<p>Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>No need for hand-sanitiser as hand-washing facilities are sufficient for the number of pupils in school. Small containers of hand-sanitiser available for emergency use.</p>
<p>Are desks placed at a distance side by side and not face to face?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Have numbers of desks been reduced and socially distanced within classrooms?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>When possible. Spare furniture removed.</p>

If possible have fabric chairs been removed? If not, are they allocated to one person use only?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions? Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Whereas the halls were used as teaching areas in June and July, they are needed for PE, Music and other lessons when all pupils are attending school. PE will take place outdoors for as long as possible. Spare corridor areas are used for snack and lunch in the infants.
Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has use of the staff rooms been minimised whilst still allowing for reasonable breaks? Consider creating break out rooms, space allowing.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff are using various rooms around the school for their breaks, to minimise contact between bubbles.
Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Three main bubble groups are operational: Early Years (N & R); Key Stage 1 (Y1 & Y2); Key Stage 2 (Y3&4, Y5 and Y6). Within the KS2 bubble, contact between classes will also be minimised, including Breakfast Club and contact on the playground.
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Redeployment of staff

Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there a facility to have a standby/all day cleaner considering the new variants?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Manager does cleaning duties as part of his job description. One other cleaner also on site during the middle of the day.
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff within bubbles taking responsibility for the cleaning of resources.
If I.T. suites are in use are appropriate cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are tablets, IPads cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have non washable toys/items been removed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are children be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have children been allocated their own personal desk?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(A little more flexible in Early Years, but allocated carpet and snack places.)
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Instruction by staff is reinforced by posters.
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sonic-release mechanisms have been fitted to the KS2 classroom doors that are fire doors, to allow them to be propped open. All classrooms have windows and external doors, which allow for ventilation. October 2020 - Parents asked to provide their children with additional layers of clothes to wear in ventilated rooms during the winter months.
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are lunch times staggered?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staggered between infants and juniors
Have classrooms been considered for use as dining areas to limit movement around school?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Classroom areas are used within all of the bubbles. Hot dinners served again from November: KS2 pupils use the Dining Hall (packed lunches in classrooms) whilst infants will remain in their bubble areas.
Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Low pupil numbers make this easier to manage.
Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	'Keep left' flow marked out in corridors. Waiting positions marked outside toilets. Pupils supervised at beginning and end of sessions, break times.
Is walking in single file encouraged?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Consider one way systems, walking on the left where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Can corridors be divided? (not always feasible)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not physically but floor tape has been used to divide the corridors.

Can lesson changes over times be staggered?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools, If not appropriate cleaning regimes should be implemented.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools If not appropriate cleaning regimes should be implemented.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are extra cleaning procedures in place for dining hall furniture before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are dining room chairs spaced appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4 pupils per table instead of 8
Are pupils instructed not to share food i.e. children bringing in their own?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Snack provided by the school within each bubble. Pupils instructed not to share lunch.
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have heavy use 'hot spots' been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	HBC Catering Service follows its own risk assessment
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Packed lunches provided in Aut (1) and during lockdown.
Are break times staggered to allow less children on playgrounds/areas?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Between infants and juniors. Each bubble will have separated playground areas.
Are different class groups kept apart and encouraged not to mix on the playground?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Key Stage bubbles, rather than classes. (Numbers are low.) KS2 classes are encouraged not to mix.
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Senior staff on duty at LT to supplement the midday staff.
Where outdoor play equipment is in use is it more frequently cleaned?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
During PE classes are children kept in consistent groups?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is outdoor PE prioritised and if not are large indoor spaces used?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is movement in general be reduced around the school/early year's settings for staff and pupils?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups or suspended? Suspension is advisory during lockdown 3 and the transmission of the new COVID-19 variants, can be actioned remotely.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Takes place within the bubbles, not whole school. (Suspended Jan '21) Parents not allowed to attend. Virtual assemblies used on a weekly basis.
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Letters/app messages. Forms part of home-school agreement. For visitors, the conditions of entry are on the revised signing-in sheet.
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by a PCR test and to follow current government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Community Room.
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Resources, including PPE, kept in the cupboards above the sink.
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Guidance shared with staff prior to re-opening of classes on 22/06/2020 and in September.

Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are arrangements in place to have the separation areas thoroughly cleaned after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Large paper towel roll has been purchased to cover changing mat in Nursery.
Is PPE available and disposed of correctly along with soiled items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are changing beds/facilities cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pregnant or vulnerable staff avoiding such activities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

eye protection, aprons, gloves?		
Are there sufficient handwashing stations on site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does the school hold sufficient stocks of handwashing materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Hand sanitiser not used by pupils
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Extra hand-washing sinks have been installed in the corridors. In addition to soap and water, each class has a plentiful supply of cleaning wipes.
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupils encouraged to wash hands before and after breaks/lunches?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Waiting positions marked on the floor outside the toilet areas.
Are toilets cleaned regularly?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are bins emptied regularly?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupil handwashing areas supervised? Is hand sanitiser required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hand sanitiser not used generally.
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Greetings – Is physical contact avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are staff / pupils advised to cover any cuts or wounds?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Any other hazards?

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	Systems in place / proposed to manage risk
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible? Are incident controllers/fire marshals aware of new procedures?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No new procedures, other than social distancing.
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reviewed but no changes necessary other than reminders about social distancing.
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Assembling as above.
Do the reviewed plans reflect and allow for effective social distancing where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have extra muster points been allocated to allow for social distancing where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fire assembly point signs erected to ensure social distancing between groups.
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sonic-release door mechanisms have been fitted where internal doors are fire doors. Staff have been briefed to close all doors as they evacuate.

Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are water management tests continuing as per normal?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

General	Yes / No / N/A	Systems in place / proposed to manage risk
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation including the new variant? Have they been communicated to staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have environmental risk assessments been reviewed and communicated to staff? Have you considered; <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 15. LFD testing areas 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	New external signage, as well as posters inside school.

Have vulnerable staff been identified who will require a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have BAME staff been identified who will require a specific personal risk assessment?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have appropriate control measures been implemented?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is a risk assessment action plan in place and regularly reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are these staff excluded from any roles involving LFD testing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Emotional needs rather than physical.
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Emails and app will be used more than the staffroom board due to the fact that some staff will use other rooms for breaks. Urgent messages can be left by the signing-in book.
Has your staff handbook/induction process been reviewed to reflect the current situation?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Visitor checklist added to signing in sheet. Office staff and/or Site Manager will draw attention to the infection control measures during the initial telephone/email contact prior to the visit.

Are there sufficient first aiders on site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All support staff updated their full paediatric first aid training in June.
In the event of first aid being required and social distancing not possible is there correct PPE provision?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All staff trained in Team Teach. Grab bag of PPE is sited in class areas next to first aid box for emergency use.
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rota in place. Milton's fluid sprayed onto equipment to sanitise.
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Changes to gate opening times put in place to discourage parents from driving onto site. New signs are in place to discourage parking on the driveway.
Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	From staff within the bubble and/or the school's nurture provision. Referrals to external agencies will be made as needed. LB identified as Pastoral Lead.
For schools who use volunteers for support roles, is mixing in groups kept to a minimum? Are they instructed to socially distance?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Will resume after 08/03/21 and the student will do weekly lateral flow tests through college.

Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	As a very small governing body, there is already a tradition of communicating via email.
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	Systems in place / proposed to manage risk
To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are these groups considered when pupils are using dedicated school transport? Smaller groups could ultimately lead to less persons being required to isolate.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are records kept of all visitors/contractors to site and retained for 21 days or more?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Is it made clear to parents/pupils that any person who has tested positive must remain at home and follow government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there a supply of PCR home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of PCR tests taken? Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes considering the new variants?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
For individuals or groups of self-isolating pupils are there remote education plans in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See comprehensive remote learning plans.

If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of the new variants?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Welfare if Isolating	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to shield or work from home due to vulnerabilities is regular contact made?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff/pupils who may need further support?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please transfer any negative answers onto the below Proforma to create your risk assessment action plan

Risk Assessment Proforma

School:	Assessment Date:
Assessor:	Review Date:

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government	LPR

			<p>guidance, training included for cleaners around new products and review of COSHH risk assessments, implementation of bubbles changed to maintaining bubbles, advice to open/close windows during winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.</p>	