

COVID-19 Risk assessment – Opening schools - Secondary PHASE

The Government has asked schools to adhere to the following:

From the week commencing 1st June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

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

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.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please note:

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to for in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and students getting to school safely?

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School

Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant.

Health and Safety Risk Assessment – Reopening Schools – COVID-19

Academy / School	Guru Nanak Sikh Academy (MAT)		Assessment No.	
Site	GNSA Secondary	Location	Main Building for Year 10 students	
Subject of Assessment	Opening schools to key worker's children and additional specific year groups. In Secondary this includes Year 10 and part Year 12's for practicals.			
Assessed by	A. Ahmed	Date	4 th June 2020	Review date
Details of workplace/activity	Students 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>	
			Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Actions	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions <i>(If x 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 i.e. temperature checks on entry, students should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; Parents issued specific school protocols for school attendance for them to explain to their children including the social distancing measures; 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 and staff including social distancing measures. All staff are reminded of the government guidance to, if 	<p>Parent communication (initial letters sent out to all parents). Staff communication through induction, virtual briefings.</p> <p>Visible signage across the school</p> <p>Letter and protocols of entry sent to parents.</p> <p>Powerpoint for parents to share with their child, in preparation for return to school.</p> <p>EHCP individual risk assessments completed. Additional transition resources personalised for SEN & updated IEPs discussed with parents.</p> <p>Staff powerpoints as part of induction & training.</p> <p>Information video and teacher online presentation- delivered virtually. Training days scheduled for the 15th June for staff.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>x</p> <p>x</p>

		<p>symptomatic, self isolate and book for an immediate test and await a result before either self isolating or returning to work;</p> <ul style="list-style-type: none"> • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff given an opportunity to ask questions during an open Q&A session. • 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 • Staff employee assistance link: https://healthassuredeap.co.uk/home/ Telephone Number: 0800 030 5182 • In relation to mental health and stress support organisation details are available to staff including confidential employee helplines and information that can be provided to students; 	<p>Training days and virtual Q&A sessions</p> <p>Regular updates posted on COVID-19 google classroom</p> <p>Staff are made aware of the regular government guidance. https://www.gov.uk/coronavirus </p> <p>Wellbeing - employee assist via Perkbox. Referral to OH by HR Stress @ work training - Judicum training</p> <p>Employee Assist - Perkbox HR</p> <p>Student support available on website and Toot Toot available for KS2 - KS5 (direct to Safeguarding Team): https://www.gurunanaksikhacademy.co.uk/page/?title=Emotional+Wellbeing+Support&pid=709 </p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> • 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 arrival and departure times), have taken place, including discussing whether additional training would be helpful. 	<p>Ability to contact HR or see a member of SLT.</p> <p>Accident book & reporting protocols in place with book to be placed in admin office. SLT & HR contact.</p> <p>Staff inductions plans</p>	Low	
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Entry to the school:</p> <p>Secondary school (entry to the school):</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. • Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; • Students must enter via the designated, signed (specifically for this time) entrance to the building; • On entry to the building all staff and students to follow the one way system; 	<p>Video created to show the areas of drop off and pickup and shared on Google classroom to all students including guardians.</p> <p>Advice for safer travel to be shared with parents. Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Foot paths have been marked with a 2m distant sign outside the gates.</p> <p>Inside the paving area has been marked where students will enter and await to be escorted into the building.</p>	<p>Low</p> <p>Low</p>	<p>x</p>

		<ul style="list-style-type: none"> • Students are required to undergo a temperature check on entry; • Students are required to complete hand hand sanitising on entry to the school; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand sanitisation stations are located at the entrance to the school (classroom or other). All occupants are required to sanitise 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. 	<p>The Academy has also taken the initiative to put in 2M signage on flooring and marked fencing.</p> <p>Sanitization stations are located upon every entry point of the school</p> <p>Entrance doors are propped open along with internals connected to maglocks</p> <p>Handwashing stations are located at entrances of the building and classroom areas</p> <p>Handwashing signage has been placed on the external and internal areas of the building instructing handwashing and sanitization stations</p> <p>No entry signs displayed to show that parents must not enter the school (also informed through letter).</p> <p>External doors will be propped open to reduce the need to touch doors. This is reflective within the fire assessment</p> <p>Posters displayed, powerpoint shared with parents. Handwashing rules in place in line with timetables (upon entry, exit, lunch breaks, transition, etc).</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Secondary school (exit from school):</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. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Students must leave via the designated, signed (specifically for this time) exit from the building; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash hands/sanitise hands as they leave the school building; Hand sanitisation stations are located at the exits from the school (classroom or other used spaces); 	<p>Start times for year 10's will not clash with any primary start times as part of the staggered start and end times</p> <p>Communication sent to parents in relation to pickup of students, that they cannot leave vehicles.</p> <p>Students will be leaving via the English block which is away from any other access / exit point.</p> <p>Exit doors are propped open to minimise any touching of surfaces</p> <p>reminders sent on Year 10 Google classroom for students washing hands. Reminders when in school as well</p> <p>Handwashing stations located at entrance and exit points of the building</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	

		<ul style="list-style-type: none"> • Good hand washing signage to instruct students how to do this effectively; • Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; • Finish times have been staggered for each class in order to prevent large numbers students leaving at the same time; • Parents have been advised to either walk, cycle or bring their child directly to school and have been advised to not use Public Transport during these peak times. <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will line up 2 metres apart and will be released one at a time. • Parents/Guardians are NOT permitted to enter the school buildings or grounds; • Exit doors are held open, reducing the number of occupants touching the doors; 	<p><i>(See actions in Part 2 for the above)</i></p> <p>Exit areas will be patrolled at the end of each day to ensure there are no congregations near schools or local businesses</p> <p>Signage and markings displayed on the paving area.</p> <p>No entry signs displayed and letter shared with parents.</p> <p>Lines marked where students will line up on exit gates</p> <p>All doors will be propped open to minimise any contact on doors.</p> <p>Posters displayed, Hand sanitisation rules in place in line with timetables (upon entry, exit, lunch breaks, transition, etc).</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> • Students are told to use hand sanitizer as they leave the school building; • Hand-sanitizing stations are located at the entry/ exits from the school (classroom or other); • Good hand washing / hand sanitising signage to instruct students how to do this effectively is displayed. • Parents have been advised to either walk, cycle or bring their child directly to school and have been advised to not use Public Transport during these peak times. 	<p>NHS / GOV.UK video guidelines on travelling to school advice shared with parents</p>	<p>Low</p>	
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<p>4.</p>	<p>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. 	<p>There will be no assemblies taking place (only in classrooms)</p> <p>Secondary</p> <ul style="list-style-type: none"> Where regular classrooms may be used these Classroom sizes are restricted to maximum students in line with government social distancing guidance (specific needs of class); Teaching spaces have been organised to achieve 2m distances between student desks/chairs at all times; Students are managed while entering the identified teaching spaces and are asked to sit at desks/work areas before the next student moves within the same area; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; Students have allocated desks which they will use throughout the school day; 	<p>Classrooms to be used will be located within the English block. Furniture has been removed and we will accommodate 12 per classroom to ensure there is adequate spacing between desks</p> <p>Individual groups will be located in each bubble.</p> <p>Desks have been removed from the rooms used along with any other items that are not required.</p> <p>Hygiene box provided within each bubble. Reception spaces to include additional resources to ensure frequent cleaning.</p> <p>Resources will be provided to students and they will not be allowed to bring in their own bags into the Academy.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>x</p>
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		<ul style="list-style-type: none"> • Students will have paper and key identified literature provided but will also have the option to bring in their own paper/exercise books for the identified lessons. All workstations will be sanitised daily; • The number of teachers (and other staff) that mix with a class will be limited to as few as possible; • The timetable has been prepared in order to supplement remote education with some face to face support for students. This includes deciding 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. 	<p>Classrooms allocated and class signage on all doors.</p> <p>Students and staff use hand sanitiser on entry to the classroom;</p> <p>Where possible classes/activities will be completed outside;</p> <p>The decision to provide core En, Ma, Sc onsite while the rest will be virtual will still commence to reflect the timetable.</p> <p>On some lessons for Year 12, they require a practical in Science and all students will follow a one way system to those rooms and socially distant in each.</p> <p>Rooms used have access to open windows for air circulation</p> <p>Each classroom will be provided with a hygiene box, which will include sanitizer, disposable gloves, wipes, tissues, etc.</p> <p>Visual signage to show out of bounds areas around the site.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>x</p>
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			Water fountains are marked off	Low	
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Secondary:</p> <ul style="list-style-type: none"> Students will have identified breaks and lunches that will comply with social distancing. During these times movement around the school will be limited and kept to a minimum. Students will stay in allocated socially distanced breakout groups when given their break and lunch; Lunch area cleaned before and after each group's lunch (not just at the end of break) / Free school meals will be provided and delivered to each identified student; Students and staff lunch seating kept 2m apart; Tables are wiped clean with appropriate disinfectant before and after lunch; Students are advised to clean hands before and after eating lunch in the classroom / identified areas. All bins will need to be changed regularly. 	<p>Identify pupils eligible for FSM and provide cold packed lunches. Catering to deliver lunches on a trolley to designated bubbles.</p> <p>Lunch areas will be monitored and cleaned before and after every time of use.</p> <p>Lidded bins within each bubble, with additional liners.</p> <p>Seating within the lunch area has been clearly marked where students are not sitting together.</p> <p>Groups will be sitting within their designated areas with a member of staff present to monitor.</p> <p>Timetables in place to staffer lunch time for each bubble.</p> <p>Clear signage and markings in place in the dining area.</p> <p>To ensure all allocated staff to be aware of the rules in the canteen.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	x

		<ul style="list-style-type: none"> Lunches will either be eaten in the identified rooms / spaces / classrooms or outside (weather dependent). Pupils will be asked to keep the two metre distance whilst they queue at any point for any activity. All designated lunch areas will be cleaned after use. Pupils will be told not to share any items of food or drink. Pupils are advised to sanitise their hands before and after eating lunch in the classroom. All sanitizers and paper towels will be replenished throughout the day. <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; There is a one way system in the corridors and this is signposted through the use of arrows. 	<p>Pupil safety briefing and powerpoints shared ahead of first day.</p> <p>Areas restricted and blocked off for certain areas of the site.</p> <p>One way system in place for students</p> <p>Visible signage / markings displayed in corridors.</p> <p>Rooms with windows are being used with ventilation.</p> <p>Door stops used in those doors which will be propped open.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> • Where possible, all spaces are well ventilated using natural ventilation (opening windows) and shutting down all ventilation units; • Where possible all doors will be held open, to prevent contact with door handles. • Additional furniture, coats, bags are not permitted in the school corridor or in classrooms. • Corridors are sterile environments and kept clear of furniture as much as possible. • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. <p>Secondary / colleges:</p> <ul style="list-style-type: none"> • during break and lunchtimes students are required to remain 2m apart and take part in low risk exercise only. Team sports are not permitted. 	<p>This is monitored by the cleaners to ensure items do not run out</p> <p>One way systems in place in corridors for all secondary bubbles using visual signage.</p> <p>One way arrows in place with clear exit points</p> <p>Staggered timings in place to reflect this.</p> <p>Staggered timetables for all outdoor spaces and breaks.</p> <p>Door stoppers are in place along with maglocks to ensure they remain open</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> Daily inspection and enhanced cleaning programs in place for external areas. 	<p>Share outdoor playground activities as part of training, with all staff.</p> <p>Any additional external activities will take place within the secondary playground where they will be kept apart and no team sports are allowed.</p> <p>Additional cleaners are on site to ensure that areas are inspected and cleaned</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>x</p>
6.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> Hand sanitising stations are positioned at each student and staff entrance to the school; Pupils have sinks in each learning area or nearby toilets and will be encouraged to wash their hands after each activity. All those entering the school are required to wash/sanitise their hands; 	<p>Links to resources have been sent to parents, staff and pupils and will be reinforced throughout the day.</p> <p>Handwashing posters will be put up in all areas showing children and staff the process of washing their hands.</p>	<p>Low</p> <p>Low</p>	

		<ul style="list-style-type: none"> • Hand washing stations are located in each classroom, at the entrance and exit to the school building and on entry to the dining hall; • Hand washing sinks are located within each toilet provision, • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> -Entry and exit from the school; -After using the toilet; -Before and after break times -On entry to the dining hall if applicable; -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; 	<p>Sanitiser and hand washing posters will be in place at entry and exit points of the school.</p> <p>Hand washing posters will be in place in all toilets and basins around the school.</p> <p>reminders to students on the importance of washing on entry, exit of all areas within the Academy.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> • Toilets and wash stations have single use paper towel for drying hands with a closed bin for disposal. 	<p>Training to all students.</p> <p>Induction training for teachers</p>	<p>Low</p> <p>Low</p>	
7.	<p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<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 and after school; • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Shared areas will be out of bounds between each connecting classroom. • Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person 	<p>Additional cleaners will be on site to ensure that there is adequate cover and resources.</p> <p>Additional staff will be on site to undertake cleaning with regular monitoring</p> <p>Additional staff will be cleaning at lunch breaks and after school shifts Evening cleaners will be in place</p> <p>Hygiene boxes to include such resources.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	

		<ul style="list-style-type: none"> • If an area is suspected to have been contaminated 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 • Additional disinfectant wipes will be placed in every classroom. 			
8.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • The school admin office and welfare office are reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • The Secondary staff room will be out of bounds and staff will use the school canteen for a break which is a large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of 2 staff per classroom room has been shared with the staff. 	<p>Online training video and opportunity for Q/A session.</p> <p>Signage in place to restrict entry into the admin and welfare office. Waiting area signposted.</p> <p>The staff room and shared areas will be locked to all staff so they do not congregate in a small area. Staff area in canteen signposted with markers on seats to follow social distancing.</p> <p>No access to offices or team bases will be allowed.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	

		<ul style="list-style-type: none"> • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Students 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 if required in accordance with government guidance. 	<p>PPE available if required (LA provision).</p> <p>All PPE is available for those who may administer medication to students</p>	<p>Low</p> <p>Low</p> <p>Low</p>	
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This 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. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time 			

		<p>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; • Occupants (staff 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 including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice • https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • 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>Separate isolation room identified and cleared.</p> <p>Aprons, Shields, gloves are provided for those first aiders</p> <p>Cleaners will be on site on a rota to clean the first aid room</p>	<p>Low</p> <p>Low</p>	<p>x</p>
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		<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; • 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 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 which waste bags can be sent for appropriate treatment. • On the first instance we will contact Hillingdon for any clinical waste removal. 	<p>Waste will be stored away from the building within secure containers located in the rear of the Nanaksar car park area which will be not accessible to staff or students</p>	<p>Low</p>	
<p>10.</p>	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external</p>	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; 	<p>No entry signage displayed at the gate entrances</p>		

	<p>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 have been informed to call the school office or email if they have any questions or concerns; • Parents cannot only drop off items for students unless they are absolutely necessary/urgent, they should be handed over at the at the school main entrance for staff to collect; • No visitors are allowed into the school. • Essential visitors will be asked to wait outside of the school building until their school contact is available; • The school contact is required to go outside to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • 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 outside of the school building for staff to collect. 	<p>Parent communication (letter & Q&A guide)</p> <p>Only contractors will be allowed onsite who will be undertaking essential maintenance, but will follow strict measures in line with their COVID risk assessments.</p> <p>Any contractors will be encouraged to come out of hours and to respect the social distance measures. And to</p> <p>Deliveries from companies will be pre-booked in advance with tracking and for them to contact the relevant person prior to drop off</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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11	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by teachers if located adjacent to classrooms; • Toilets are cleaned throughout the day. 	<p>Parent & pupil communication</p> <p>Toilets designated for each bubble and signage displayed where necessary</p>	<p>Low</p> <p>Low</p>	
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; 	Staff rotas include additional staff to ensure that ratios are met	Low	
13	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • 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; 	<p>We have undertaken the necessary safety checks in line with gas, water and fire alarms, boiler houses</p> <p>Fire safety checks and assessments have been carried out.</p> <p>We have premises staff on a rota basis to ensure the services are checked and running</p> <p>Additional cleaners are on a rotation to ensure adequate cover is in place</p> <p>Kapita Moore and Hemlow will be on hand should there be a need to gain additions support services</p>	<p>Low</p> <p>Low</p> <p>Low</p>	

		<ul style="list-style-type: none"> Contingency in place for sudden premises staff absence; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed. 	<p>Carried out by various external companies</p> <p>External contractors are available to provide premises support on major plant rooms</p> <p>Various measures such as gas safety, legionella, lift services, air flow have been carried out.</p>		
14	<p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<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 in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	<p>Any flammable equipment and sanitizers are stored in an external located</p> <p>Chemicals are all stored within a external container</p> <p>Safety data sheets are stored with the Premises administrator</p> <p>COSHH training completed by all cleaners hosted Bowak cleaning</p>	<p>Low</p> <p>Low</p> <p>Low</p>	

15	<p>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.</p>	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: Safe assembly of occupants following social distancing requirements; 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. 	<p>Plans have been reviewed in line with the one way system with key exit points</p> <p>Fire evacuation points marked on map to show routes</p> <p>Fire wardens / SLT members will be on site to sweep buildings to ensure they are safe</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p>
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ACTION PLAN (x)
(Additional Control Measures Required/Recommended Actions)

Hazards and Risks	<i>Recommended Actions</i>
PART 1	-Powerpoint to be circulated to all parents ahead of the first day to share expectations with their child in preparation for their return to school . -Staff safety induction to be delivered virtually WB 15.06.20. This follows prior staff briefings, staff calls based on school measures and staff well-being.
PART 2	-Advice for safer travel to be shared with parents in the next letter ahead of pupils returning. Guidance already shared regarding walking cycling where possible in Q&A documents shared with parents. Coronavirus (COVID-19): safer travel guidance for passengers
PART 4	-Grouping for bubbles with 8-10 pupils per allocated classroom currently. Plan ahead for bubbles increasing to a maximum of 12 (desk space, furniture, layout). -Individual timetables to be finalised for each bubble.
PART 5	-Review lunch provision (cold packed lunches) after a two week period. -Share materials on outdoor games (which allow for social distancing) to support staff during playtimes.
PART 9	-Circulate PPE training to first aiders.
PART 15	Evacuation Plan and one way system updated

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'.

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