

Risk Assessment – COVID-19

Assessor name	Jennie Nicholls	Date	03/01/2022	Version	12
Job title	Business Manager	Work Area	Whole school building		
Academy	Venture Academy				
Details and Changes Made	03/01/2022 – Update due to new Government Guidance released 02/01/2022				
	Change to self-isolation periods, new guidance for wearing face masks in classrooms for secondary aged pupils and new rules around being a close contact of someone who has tested positive				
	27/11/2021 – New variant identified – Omicron South African Variant.				
	Government guidance from 27/11/2021 states that face masks worn in shops and on public transport is compulsory, anyone returning to the UK will be asked to take a PCR test and isolate until negative result. All close contacts of suspected omicron cases must self-isolate for 10 days. RA updated to this effect				
	August 2021 - Our COVID-19 Risk Assessment has been reassessed and systems of control in place to reflect the latest Government guidance. This will ensure that there are proportionate safeguards for pupils, families and staff and reduce the risk of transmission. From Monday 19 th July 2021 we no longer need to carry out routine contact tracing. From this point close contacts will be identified and contacted by NHS Track and Trace. From 16 th August 2021 children under 18 years of age and vaccinated adults are exempt from the requirement to self-isolate as a close contact. Individuals who are identified as close contacts will be advised to get a PCR test as soon as possible. Anyone who tests				

L: Increasing Likelihood Of The Hazardous Event Happening	C: Increasing Consequences	R: Risk Matrix	Risk Key:																									
1 = Very unlikely: 1 in a million chance	1 = Insignificant: no injury	<div>Consequence →</div> <table><tr><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>↑ Likelihood</div>	5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	20 - 25 STOP activity and take immediate action
5	10		15	20	25																							
4	8		12	16	20																							
3	6		9	12	15																							
2	4		6	8	10																							
1	2	3	4	5																								
2 = Unlikely: 1 in 100,000 chance	2 = Minor: minor injuries needing first aid	15 - 16 URGENT ACTION – take immediate action and stop activity if necessary – maintain existing controls rigorously																										
3 = Fairly likely: 1 in 10,000 chance	3 = Moderate: up to three days' absence	8 - 12 ACTION - - improve within specified timescale																										
4 = Likely: 1 in 1000 chance	4 = Major: more than 7 days' absence	3 - 6 MONITOR – look to improve at next review or if there is a significant change																										
5 = Very likely: 1 in 100 chance	5 = Catastrophic	1 - 2 NO ACTION – no further action but ensure controls are maintained and reviewed																										

	positive will still have to isolate regardless of their age or vaccination status – this is a legal duty still in place. Individuals should also continue to self-isolate if they are showing symptoms of COVID-19 and take a PCR test as soon as possible.
Next review	Monthly – 20/09/2021 unless guidance changes 27/12/2021 unless guidance changes

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
Contracting or spreading Covid-19 Omicron variant	Staff Pupils Visitors Families Contractors Members of the public	Risk of contracting Covid-19 Omicron variant leading to ill health or potentially death	<ul style="list-style-type: none"> All staff have been offered the vaccination and the booster Staff are asked to wear face masks in communal areas in school Staff and pupils in secondary age classrooms are asked to wear face masks during lessons Staff testing positive will immediately conform this by booking a PCR test. They will isolate for 10 days but can take a LFD test on day 6 of isolation and again on day 7 24 hours later and if these are negative they can return to work and stop self isolating Adequate hand-washing facilities with anti-bacterial soap, hot water and paper towels. Hand washing signage around the school. Hand sanitiser available 	3	5	15	<ul style="list-style-type: none"> Monitoring and supervision to ensure staff and pupils are following controls Twice daily checking on stocks of hand soap, sanitiser and paper towels Follow Government Guidance Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) Further staff training Contact Public Health England for advice as necessary Provide opportunities for unvaccinated staff to have the vaccine Class closures in the event of positive cases to prevent spread 	3	4	12	Emily Hopkins-Hayes, Principal Jennie Nicholls, Business Manager All staff expected to monitor pupils SLT to monitor all staff and visitors to the school	Daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> PPE available in the school office Staff have undertaken Coronavirus training and infection prevention and control training (online) Additional cleaning materials available for each classroom including sanitiser wipes, face coverings, hand sanitisers, screen and keyboard sanitiser wipes and foggers to set off if a suspected positive case SLT will conduct contact tracing All staff and pupils asked to take a twice weekly LFD test Staff briefing held in the hall to allow for social distancing Daily cleaning in place Unvaccinated staff risk assessments in place and reviewed regularly Pupils who travel on public transport to and from school are encouraged to wear face masks. Taxi drivers and escorts wear face masks at all times and 				<ul style="list-style-type: none"> Staff who have been identified as close contacts can work from home Follow the Covid-19 Outbreak Management Plan Revert to online meetings and reduce the number of visitors to the school 					

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			windows stay open on journeys • Staff who use public transport or share vehicles with other colleagues will wear face masks • Staff and pupils asked to use hand sanitiser on arrival at school • Outbreak Management Plan in place and updated									
Contracting or spreading Covid-19 by not washing hands or not washing them adequately	Staff Pupils Visitors Families Contractors	Risk of contracting Covid-19 leading to ill health or potentially death	• All staff have undertaken Coronavirus health & safety training and Infection Control and Prevention training • School provides adequate hand washing facilities with anti-bacterial soap, hot water and paper towels • Staff and visitors are encouraged to maintain good personal hygiene hand washing techniques • Signage in all hand washing areas on how to wash hands effectively • Hand sanitiser available in all areas of the school for when hand washing is not possible • Staff and pupils are encouraged to wash their	4	4	16	• Monitoring and supervision to ensure staff and pupils are following controls • Twice daily checking on stocks of hand soap, sanitiser and paper towels • Follow Government Guidance Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) • Personal hygiene posters around school including hand washing and NHS 'Catch it, Kill it, Bin it'	3	4	12	Monitored by SLT All staff expected to monitor pupils	On a daily basis

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<p>hands for 20 seconds on arrival to the school building, before eating, before and after entering communal areas and before entering the learning environment to prevent cross contamination</p> <ul style="list-style-type: none"> Pupils are reminded to wash their hands regularly and particularly after using the toilet, before eating, after blowing nose or playing outside Daily replenishing of paper towels, hand soap and hand sanitiser 				<ul style="list-style-type: none"> Frequently touched items cleaning reminders in school 					
<p>Getting or spreading coronavirus in commonly used or high traffic areas</p> <p>Social distancing</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Families</p> <p>Contractors</p>	<p>Risk of contracting Covid-19 leading to ill health or potentially death</p>	<ul style="list-style-type: none"> Pupils and staff are grouped as one whole school 'bubble' unless advised otherwise Social distancing measures in communal areas encouraged Face masks encourages to be worn in communal areas – main corridor and hall for staff briefings Hand sanitiser available Daily cleaning of all surfaces, door handles, window openers etc 	4	4	16	<ul style="list-style-type: none"> Follow Government Guidance Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) Personal hygiene posters around school including hand washing and NHS 'Catch it, Kill it, Bin it' Frequently touched items cleaning reminders in school 	3	4	12	<p>SLT</p> <p>All staff to monitor pupils</p>	<p>On a daily basis</p>

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> • Windows to be kept open where possible • Staff breaks will be staggered to reduce number of people in the staff room at one time • Meetings to be arranged online using Teams or Zoom to prevent over crowding where necessary • Screens in place in the school office to separate desks and ensure distancing • Where possible leave non fire doors open to allow for less contact with door handles • Morning and afternoon staff briefings to be held in the school hall rather than the staff room to encourage social distancing • Only one member of staff/one pupil in the toilets at any time • One way system in the testing site • PPE equipment available to all staff and visitors from the main office 									

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
Vulnerable pupils, families and staff contracting COVID-19 also those with underlying health conditions	Staff Pupils Families Regular visitors Therapists	Risk of contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> Follow Government guidance and doctor's advice for each individual case and work with families to agree what is best for the child. Review all individual care plans for vulnerable pupils with families Individual Risk Assessments for pupils, families, staff and regular visitors to be reviewed at least half-termly unless circumstances change, especially those designated clinically vulnerable. All staff to be aware of pupils's reviewed care plans. SLT, Safeguarding Lead and Family Footings Facilitator to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g non-attendance. The attendance service will be consulted as needed Pregnancy risk assessments must be completed. For staff who are 28+weeks pregnant a further Covid- 	4	4	16	<ul style="list-style-type: none"> Follow current Government Guidance COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk) 	3	4	12	Business Manager Principal	As and when required – at least half-termly

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			19 Risk Assessment must be completed in consultation with HR. Staff member must also seek advice from their health visitor regarding their vulnerability to Covid-19.									
Suspected case of COVID-19 in school setting	Staff Pupils Families Regular visitors Therapists	Risk of contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> If someone in your household is suspected to have COVID-19, un-vaccinated staff are asked to self-isolate until confirmation is gained from PCR test, either negative or positive. Double vaccinated staff do not need to self-isolate but must carry out daily LFD tests for 7 days and can continue to attend work and daily activities If staff are showing symptoms, they must go home and isolate, staff must take a PCR test as soon as possible. If staff have non-COVID-19 symptoms it is best to avoid contact with people until they feel better. <p>Venture Academy regular</p>	4	4	16	<ul style="list-style-type: none"> Follow current Government Guidance Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Contact Public Health England for advice if necessary Extra signage around school encouraging social distancing, hand washing, face coverings etc Frequently touched items cleaning reminders 	3	4	12	SLT	As and when a case is suspected

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			sickness and absence procedures apply. <ul style="list-style-type: none"> Enhanced cleaning procedures will continue Follow health procedures in relation to sneezing, coughing and disposing of tissues, hand washing, social distancing, face coverings and increased cleaning procedures Encourage face coverings in communal areas and in lessons for year 7 and above Open windows where possible to allow for good ventilation 									
Confirmed case of COVID-19 in school	Staff Pupils & their families Regular Visitors Regular contractors	Risk of contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> Our Covid-19 Outbreak Plan will be consulted and followed From 16 August 2021, fully vaccinated staff and all children under 18 years who have been confirmed as a close contact with a positive case, will be exempt from the requirement to self-isolate but should take daily LFD's for 7 days. Staff are instead advised to take a PCR test as soon as possible. 	4	4	16	<ul style="list-style-type: none"> Follow recent Government Guidance Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Personal hygiene posters to encourage staff about hand washing, face coverings, hand sanitiser and social distancing 	3	4	12	Principal SLT	As and when required

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> Not fully vaccinated or unvaccinated staff must continue to self-isolate for government recommended time period of 10 days Staff and all children under 18 years who have been in direct contact with the positive case in the previous 2 days may be notified through the NHS Track and Trace process. Wider class groups do not need to self-isolate unless it is deemed necessary due to room layouts and staff deployment. Inform all families, or any other visitors and display poster to ensure clear communication. The whole school will be deep cleaned after the child or staff member has left, using normal household disinfectants. Additional use of chlorine-based cleaning detergent and 'fogging' once closed to ensure thorough deep clean and disinfection of all areas. Encourage staff to wear face coverings in 				<ul style="list-style-type: none"> PPE available from the school office if staff or visitors request it Frequently touched items cleaning reminders around school Extra cleaning products available in each room Take advice from Public Health England 					

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			communal areas around the school and in classrooms year 7 or above <ul style="list-style-type: none"> Encourage good personal hygiene measures Ensure windows are open where possible to allow for good ventilation 									
Increased risk of infection and spreading infection due to not having the vaccine	Staff Pupils & their families Visitors Contractors	Risk of contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> Individual risk assessments in place for unvaccinated staff Paid time off offered for staff to have the vaccine Unvaccinated staff are still required to self-isolate if they are identified as a close contact or display symptoms of Covid-19 Occupational health referrals made for all clinically vulnerable staff who cannot have the vaccination on medical grounds PPE available to all staff Signage around school reminding about hand washing techniques, social distancing, wearing masks etc Staff are asked to undertake 2 LFD tests a 	4	5	20	<ul style="list-style-type: none"> Follow current Government guidance Provide opportunities for unvaccinated staff to have the vaccine 	3	5	15	Principal Business Manager	As and when required

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			week and report a positive result immediately to SLT • School cleaned thoroughly on a daily basis									
Workforce staff shortage due to COVID isolation or other non-COVID illness.	Pupils Staff Families	Inability to meet required staff:pupil ratios	<ul style="list-style-type: none"> All staff are required to take twice weekly LFD tests (New Orient Gene test) Contingency plan in place and will be followed Employee Assistance Programme available 24/7 for staff if required Staff wellbeing sessions planned Vulnerable employees have been identified and appropriate measures taken Use of agency staff as needed Sickness absence insurance can be claimed for long-term absences (11 day onwards) Meetings will be held virtually when needed Class groups can be joined up as necessary so staff are not so stretched 	3	4	12	<ul style="list-style-type: none"> Follow recent Government Guidance Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Take advice from MAT HR Contact Public Health England for advice if needed 	3	3	9	Principal	As and when required

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> Remote learning in place should it be needed First Aid procedures remain in place as per the school policy Extra staff trained in first aid to ensure there is always a first aider on site Safeguarding requirements will continue to be met – there will always be a DSL available as needed For employees who are parents – children under 18 years of age do not need to isolate if they are a close contact unless they are symptomatic Recruitment processes will continue and will be virtual as needed. ID and qualification checks as per government guidance and safer recruitment policy 									
Dropping off and collecting pupils from school	Staff Pupils Families Transport staff and escorts	Possibility of spreading COVID-19 leading to ill health or potential death	<ul style="list-style-type: none"> Majority of pupils are transported to and from school in taxis Taxi drivers and escorts are encouraged to wear face coverings and keep the windows open for the duration of the journey Pupils are encouraged to sanitise hands as soon as 	3	4	12	<ul style="list-style-type: none"> Follow current Government Guidance Extra signage at school entrance to remind pupils to sanitise/wash hands etc 	2	4	8	SLT	Daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<p>they walk into and before they leave the building and then are encouraged to wash hands thoroughly when in school and when they arrive home</p> <ul style="list-style-type: none"> • Liaise with Specialist Transport to ensure they are following current government guidance • Liaise with specialist transport to make sure additional cleaning of vehicles is taking place • Social distancing measures adhered to within vehicles where possible • On arrival to school, pupils will remain in taxis until the air lock is clear and they are collected by a member of staff • Only 2 pupils allowed in the air lock at any time 									
Staff and pupils travelling to the UK from abroad	Staff Pupils Families Regular Visitors	Contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> • All staff and pupils travelling to England from abroad must adhere to government guidance Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk) on travel and parents/carers should 	3	4	12	<ul style="list-style-type: none"> • Adhere to current Government Guidance Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk) 	2	4	8	SLT	As and when required

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			consider the impact on pupils education which may result from quarantine or isolation on return <ul style="list-style-type: none"> Families and staff are encouraged to take all holidays during the school holidays and only in exceptional circumstances will be granted in term time 									
Lack of use of face coverings in the school site	Pupils Staff Visitors Contractors	Risk of contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> Staff are encouraged to wear face coverings in communal areas where social distancing is not possible - corridors and in the hall during staff briefings Staff and pupils asked to wear face coverings in classrooms for year 7 and above Signage around school showing the safe and hygienic way to put on and remove face masks and safe disposal Staff confident in the use of face masks, when to wear them, how to put them on and remove them PPE waste bins available in the staff room 	3	4	12	<ul style="list-style-type: none"> Adhere to current Government Guidance Extra signage around school 	3	4	12	SLT	Daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> Face masks available in all classrooms Face shields available in all classrooms Staff undertake hand washing techniques, signage around school reminding staff of the proper techniques Hand sanitiser available in all rooms in the school Individual hand sanitiser bottles given to all staff to carry on their person and can be refilled in the main office 									
Contracting Covid-19 from educational visits or residential	Staff Pupils	Serious ill health or death	<ul style="list-style-type: none"> An individual risk assessment for every educational visit will be in place to assess whether it can be undertaken safely Visits will be outdoors where possible 	3	4	12	<ul style="list-style-type: none"> Current government guidance will be adhered to Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) 	2	4	8	SLT	As and when needed
Contracting Covid-19 from indoor or outdoor performances in school	Staff Pupils Parents/Carers Visitors	Serious ill health or death	<ul style="list-style-type: none"> We will follow the DfE guidance on performances Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) Indoor and outdoor performances will be 	3	4	12	<ul style="list-style-type: none"> Our COVID-19 outbreak management plan will be adhered to in the event of positive cases traced to an educational visit 	2	4	8	Principal Assistant Principal Teachers	Daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			planned in consultation with the latest guidance here Keeping workers and audiences safe during COVID-19 (England) (eventsindustryforum.co.uk)									
Contracting COVID-19 from playing indoor team sports in the school building	Staff Pupils Families	Serious ill health or death	<ul style="list-style-type: none"> Outdoor sport will be prioritised where possible If outdoor sport is not possible then we will use large indoor spaces with adequate ventilation We will consult the DfE's most recent guidance on sport as outlined here Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk) Individual risk assessments will be considered when considering indoor sport 	3	4	12	<ul style="list-style-type: none"> Follow current Government guidance Encourage wearing face coverings whilst playing indoor sport Make sure all equipment is thoroughly cleaned after each use 	2	4	8	Principal, Assistant Principal and PE Lead	Daily
Person to Person Contact	Staff Pupils Families	Possibility of spreading Covid-19 leading to ill	<ul style="list-style-type: none"> Classroom desks will be distanced to allow for space inbetween individuals 	4	4	16	<ul style="list-style-type: none"> Follow current Government Guidance 	3	4	12	SLT	Daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
	Regular Visitors	health and potential death	<ul style="list-style-type: none"> • Windows open in classrooms to allow for ventilation • Screens separating desks in the main school office • Staff are asked to come to the hatch if they need assistance from office staff and not enter the office without permission • Screens in the ICT suite to separate work stations • Any shared equipment/resources must be disinfected after use • Daily cleaning of frequently handled surfaces i.e. door handles, window openers, kitchen cupboard handles, toilet flush, locks, taps etc • Increased cleaning measures in place daily • School dinners will be eaten in classrooms in form groups • Visitors to the school are asked to sign in and confirm they are not displaying Covid-19 symptoms at the time of their visit • The signing in touchscreen will be disinfected after 				<ul style="list-style-type: none"> • Extra signage to encourage social distancing and face coverings 					

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			each use ready for the next visitor • Staff are encouraged to continue wearing face masks in communal areas									
Visitors to school	Staff Pupils Families Visitors Regular contractors	Spreading Covid-19 leading to ill health and potentially death	<ul style="list-style-type: none"> All visitors are encouraged to wear face masks whilst in school All visitors are asked to sign in on arrival and complete a declaration to say they are not displaying symptoms of Covid-19 Visitors will be offered hand sanitiser on arrival and be given the opportunity to wash their hands Visitors to the school will be escorted by the person they are visited at all times Thorough cleaning of the school site will be carried out daily PPE equipment available if requested Disinfectant wipes and sprays available in all rooms 	3	4	12	<ul style="list-style-type: none"> Current Government Guidance to be adhered to Extra health and safety signage around school 	2	4	8	SLT Office Manager	As and when needed
Lunch Time – person to person contact and risk of	Staff Pupils Families	Spreading Covid-19 leading to ill health and	<ul style="list-style-type: none"> Lunches will continue to be eaten in form rooms in tutor groups 	3	4	12	<ul style="list-style-type: none"> Current Government Guidance to be adhered to Extra signage around school to remind 	2	4	8	SBM Office Manager Admin Assistant Pastoral Team	Monitored daily

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
spreading Covid-19		potentially death	<ul style="list-style-type: none"> Staff and pupils must wash their hands before and after meals School lunches are cooked by the neighbouring high school and a copy of their risk assessment has been obtained School staff collect the dinners at 12:30pm and take immediately to the food tech room Staff who serve lunch will wear a face mask and disposable gloves Food will be plated up and a member of each form group staff will come to collect the food Pupils will remain in their tutor groups to receive their lunch Disposable packaging and cutlery is used A deep clean of the food tech room is carried out daily All staff have completed relevant training including Food Safety Level 2 and Infection Control and Prevention 				<p>staff and pupils of procedures</p> <ul style="list-style-type: none"> Training refreshers for staff available 				SLT	

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
Operational access to building – deliveries, waste management and maintenance	Staff Pupils Families Contractors Visitors	Contracting Covid-19 leading to ill health or potentially death	<ul style="list-style-type: none"> Only necessary maintenance required on the PPM schedule will take place plus any reactive maintenance that meets health and safety policy All contractors must follow visitor procedures. They must sign in and declare they have no symptoms of Covid-19 Contractors will be escorted around site by the Facilities Manager or a member of admin and will only access areas of the building as necessary Contractors will be offered hand sanitiser on arrival and will have access to hand washing facilities whilst on site 	3	4	12	<ul style="list-style-type: none"> Ensure all current government guidance is adhered to Put up signs to encourage safety measures 	2	4	8	Facilities Manager and Business Manager	Daily
Shortage of cleaning staff or cleaning supplies shortage	Staff Pupils Families Visitors Therapists Contractors	Contracting Covid-19 leading to ill health or potential death	<ul style="list-style-type: none"> Cleaning staff are employed through an agency If our regular cleaners are not available then the agency will send a replacement Cleaning Agency have clear policies and procedures in place 	3	4	12	<ul style="list-style-type: none"> Follow current Government Guidance Refresher training for school staff Extra signage around school to encourage staff to be vigilant and use their cleaning products available 	2	4	8	Business Manager Facilities Manager	As and when required

What are the hazards	Who might be harmed and how	How might they be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Time Scales
				L	C	R		L	C	R		
			<ul style="list-style-type: none"> School staff are trained in Infection Control and Prevention COSHH regulations are in place and managed by the Facilities Manager All staff have completed Health and Safety Essentials training on iHasco SLT have completed Health and Safety Training for Managers on iHasco Cleaning supplies available in all classrooms Regular stock takes of cleaning materials undertaken by the Facilities Manager Regular orders of cleaning materials in place – if not available from usual supplier then we have other suppliers available. Cleaning products can be purchased using a school purchase card from a local shop if in short supply A stock of PPE is kept in the main school office 									

Assessor
Signature

Competent Person
Signature (SBM)

Assessors initials:

SBM initials:

Date completed			
No. of pages		Pages initialled	Yes / No

Date verified			
No. of pages		Pages initialled	Yes / No