



Covid-19 Premises Specific Risk Assessment – School Full Opening



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Version: v0.1

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Overview

This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the HROD-Safety@sunderland.gov.uk

Risk Assessment



Work Activity/ Hazard:	Schools Full Opening COVID-19 Task Based) Risk Assessment (v.2)	Directorate		Section:	Education & Childcare settings: Schools
Date of Assessment:	9 th July 2020	Date to be Reviewed:			

Likelihood	Severity
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 – 2	No Action
3 – 6	Monitor
8 – 12	Action
15 – 16	Urgent Action

SEVERITY

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
<p>Full School Opening: COVID-19 Autumn Term 2020 (based on government guidance) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>									
<p>Spread of COVID-19</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p>				<p>Anyone with symptoms advised to stay at home, get a test as soon as possible, report back to J Bridges /K Brown for a decision to return to work</p> <p>Reception area is the holding area for anyone showing signs of illness</p> <p>Signs throughout the building. Flip lid bins in all rooms, corridors and zones. Training Powerpoint for students. staff briefing and training.</p> <p>Students will use hand sanitiser before eating/entering the restaurant. Staff wash and use hand sanitiser. Stations around the school.</p>			

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		<p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test & Trace</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually.</p>				<p>All students will have a CV19 health/safety hygiene Powerpoint teaching/reminding them each day of good regular hygiene.</p> <p>Day time cleaners/facilities located in each zone of school. Constant cleaning and emptying of bins in schedule.</p> <p>Complete for pre-opening and will continue post opening. Document to be shared with staff and parents.</p> <p>Copies held with Principals PA and G Barwell.</p> <p>All toilets are open access. Each year group will have their own toilet block. Additional staff access to unisex disabled toilets/washing facilities. All zones have sanitiser at the entrance, in reception, at all doors and the PE zone.</p> <p>Registers in each room and zone for students. Mini bus register where shared year groups. All persons entering/exit will sign in via electronic system (if staff) visitor</p>			

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		<p>Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick a child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p>				<p>book will be used if external. No external adults allowed on site.</p> <p>Windows and doors to remain open. Where fire doors are being used to exit and enter they will be staffed and not wedged open.</p> <p>Isolation is in reception 4-5 metres away from staff but allowing adequate supervision. Staff dealing with a sick child will be provided with PPE at all times. Staff guidance and training provided.</p> <p>As above. The area is cleaned regularly throughout the day and will be cleaned after any isolation of staff or students. Fogging machine can sterilise the area. The room <u>cannot</u> be locked for 72 hours before cleaning.</p>			
Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles.</p>				Students advised to distance. Staff to remain 2m apart from each other and students where realistically possible. All year groups in bubbles.			

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	Contracting Coronavirus	Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school (Section 3: Curriculum, behaviour & Pastoral support)				<p>Year 11 - Eng zone, Year 7 base, Yr7 entrance and toilets.</p> <p>Year 10 - Maths zone, using fire stairs and LRC toilets</p> <p>Year 9 – Art/tech zone, using sports hall entrance and downstairs tech toilets</p> <p>Year 8 – Science zone – using Science fire door and upstairs Science toilets</p> <p>Year 7 – Humanities/MFL zone, using student services entrance and student service toilets.</p> <p>We will have two full time cleaners, one up and one down to clean toilets</p> <p>Staff will move between zones and cross bubbles to deliver a full broad and balanced curriculum.</p>			

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		<p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p> <p>Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face</p>				<p>Guidance is for staff to remain 2m from students – with 30 students in a room this is impossible. 1m is more realistic. Class sizes will be between 20-34.</p> <p>All rooms have had any excess equipment and materials removed where possible and all desks will face the front. A new block time table will be in place to minimise staff movement. Staff training provided on teaching longer lessons and re-structuring for effective teaching. Breaks removed as we are unable to manage the larger numbers. Lunch is in year groups.</p> <p>N/A – we will not have supply or peripatetic staff.</p> <p>No external staff. No visitors or parents on site. All meetings/contact will be by Teams or Zoom, phone, virtual meetings. Where we occasionally need anyone on site they will follow all CV19 PPE/distancing guidance.</p> <p>Staff have the option to wear PPE if they desire. Students will be trained to</p>			

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		<p>coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p>				<p>remove face masks into sealed plastic bags on entry. Locate in blazer pocket until they leave the site.</p> <p>CVEA does not provide any intimate care for students. PPE kit/box in each zone in case of any issue or restraint required.</p>			
Contact within and between groups	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.</p> <p>Social Distancing should be applied within Groups/bubbles where possible</p> <p>Each Group is to avoid contact with other people and other groups.</p> <p>Where possible ensure the same children are allocated to the</p>				<p>Year group bubbles, no mixing. Limited movement to specialist areas e.g.PE.</p> <p>As above</p> <p>As above</p>			

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		<p>same group each day – do not mix groups where possible</p> <p>Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> <p>Suggested Group sizes are;</p>				<p>Not possible. We will have groups in 'sets' so some students may move within their bubble only.</p> <p>Staff will try to socially distance from students and each other. Difficult in rooms of 30 students, 1m is more realistic.</p> <p>Cleaners will be in each zone and staff can request cleaning throughout the day.</p> <p>Cleaning will be frequent.</p> <p>Year group bubbles will all be located in zones which can accommodate the number of sets and size of groups.</p> <p>Year 7 – 210 students</p> <p>Year 8 – 210 students</p> <p>Year 9 – 202 students</p> <p>Year 10 –188 students</p> <p>Year 11 –168 students</p>			

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		<p>Alternative Provision – due to nature, you may wish to adopt whole school groups/bubbles as part of their system of control and in order to best meet the needs of their students.</p> <p>Behavioural / Educational Challenges - Smaller groups to be allocated for educational or behavioral challenges</p>				<p>None on site</p> <p>Students who have behavioural issues will have a CV19 risk assessment completed and shared with parents. Where issues occur parents will be contacted. Isolation of individuals may be available with Principal but only in 1 year group per day.</p>			
Contact due to layout or available space	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Groups should limit sharing of spaces, rooms as much as possible</p>				<p>Desks face the front.</p> <p>No large assemblies</p> <p>No break</p> <p>Year group lunches 20 minutes, 5 minutes cleaning</p> <p>Each year group bubble will have its own 'walk in' corridor outside the entrance door. They will have their own toilets and their own zoned off yard.</p> <p>They will all use the restaurant for lunch and this will be cleaned after each</p>			

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		<p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary</p> <p>Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p>				<p>sitting. We will now have 5 sittings per day.</p> <p>Year 7 new students/nurture/SEND students will all have access to a 'hub'/support space if they cannot cope during the day.</p> <p>In all rooms students will face forward. Technology rooms are slightly different but will be distanced and class sizes slightly smaller. Rooms have been sorted and furniture removed during lockdown.</p> <p>No staff room. Stations with PC's will be set up in open zones 2m apart/ offices have capacity signs. Staff use as requested but clean after them.</p> <p>Impossible to set out restaurant 2m apart for students. However they will be within their own bubble only to mitigate the impact of not being able to socially distance. The round room will be used for staff overflow and to keep staff 2m apart.</p>			

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<p>Activities encouraging Spread</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Assembly to be held with only 1 Group present</p> <p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.</p> <p>Review of wider school Risk Assessments must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be prohibited, restricted or delivery methods amended to a safer alternative</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and</p>				<p>No school assemblies</p> <p>No singing, no musical instruments.</p> <p>PE to follow CV19 PE guidance provided. Focus on outdoor PE. Students will not get changed. They will come to school in PE kit on the day they get PE.</p> <p>All curriculum has been reviewed and we will have class based work for Tech/Art for two weeks. Then we will review again to potentially move groups around full zones (after deep clean) to experience Art/Tech and Science.</p> <p>Extracurricular deferred for the first two weeks.</p> <p>PE clubs will resume in year groups.</p> <p>CCF will operate in year group activities and all will have their own risk assessments</p>			

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		<p>equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>				<p>All cleaning for these activities will follow our CV19 regulations.</p> <p>Breakfast club will resume in zones mid-term.</p> <p>See above</p>			
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Domestic (UK) overnight visits and overseas visits are not currently permitted.</p> <p>Non-overnight domestic educational visits can resume in Autumn Term 2020.</p> <p>Specific risk assessments must be developed and contain precautions relating to the visit</p>				<p>All cancelled at the current time.</p> <p>Ski trip cancelled</p> <p>Derwent Hill cancelled</p> <p>No trips/no visits.</p> <p>No trips allowed.</p>			

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		<p>and risk of coronavirus e.g. pupils to be kept in groups/bubbles,</p> <p>Consider risk of location i.e. indoor or outdoor venues</p> <p>All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.</p>				<p>All would follow this procedure but we are not allowing any this term. This will be reviewed as further guidance becomes available if it is applicable.</p>			
<p>Early Years & Primary aged children – lack of understanding</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>					<p>The school has relevant age appropriate visual and written signs throughout the building and in all classrooms/zones. All students taught CV19 Powerpoint and health and safety</p>			
<p>Contact due to personal / intimate care</p>	<p>Employees, children/learners, contractors, visitors, members of the</p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p>				<p>No intimate care at CVEA. PPE for all first aid and any potential restraint.</p>			

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	<p>public, family members</p> <p>Contracting Coronavirus</p>	<p>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</p>				As Above			
Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits below (edit to</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched</p>				<p>Complete new timetable created. All year groups zoned into their own bubble. No movement outside of bubble. Movement to PE will be in year group. Movement to lunches will be in year group. Minimal movement around the school. No movement on corridors. All remain in their zone.</p> <p>Lessons will be blocked into longer sessions to avoid movement of staff. Staff training given on content and teaching. PE will have increased outdoor lessons unless really severe weather.</p> <p>Year group bubbles in zones</p>			

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		<p>surfaces often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All</p>				<p>No Assemblies</p> <p>Staggered lunch for each year group</p> <p>No break/no large gatherings</p> <p>No staff room Staff toilets increased. Offered unisex, extra 4 disabled toilets to staff. Staff lunch 20 minutes/early finish Monday – Thursday 2.20pm Friday - 2.00pm</p> <p>Day time cleaners in every zone. Duplicate our lockdown provision across the whole school.</p> <p>Each room has a schedule of items to be cleaned. Each zone doors/ handles, desks, teachers desk, keyboards/computers. Staff can also request additional in each room at any time</p> <p>All in place. Staff included COSHH risk assessment. If bleach needed or used</p>			

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		<p>COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place</p> <p>* Minimise adult to adult contact and avoid gatherings at entrance points</p> <p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p>				<p>precautions and risk assessment to use this must be used.</p> <p>All year groups will have their own toilets. Two full time facilities staff will man the corridor up/down, cleaning constantly the toilets, exits and entrances to each zone.</p> <p>Students will enter via 'corridors' outside socially distanced where possible. Staff will supervise this 1-2m away. Each year group will enter a different entrance where two cleaning stations will be situated for students to clean their hands on entering and exiting. At the end of the day students exiting school will be staggered. Year 7 -2pm, Yr8 – 2.05pm, Yr9 – 2.10pm, Yr10 – 2.15pm. Yr11 late stay for interventions</p> <p>No parents allowed. Telephone calls only/ virtual meetings.</p> <p>Some part time students will continue remote education. If there is an</p>			

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		<p>Remote education to reduce time of premises where circumstances dictate</p> <p>Flexible working/working from home where the job role allows e.g. some admin functions.</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>				<p>outbreak we will have each lesson ready with voice over Powerpoints to enable curriculum to be delivered remotely.</p> <p>Staff will all be on site with adjustments for childcare/care arrangements.</p> <p>N/A – as now zoned sop no movement</p> <p>Radios will be reinstated to assist with behaviour management and communication with the zone.</p>			
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Remove soft toys and furnishing or items difficult to clean from classroom</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned</p>				All removed in lockdown, in last risk assessment.			

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	Contracting Coronavirus	<p>regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p>				<p>Students have own pens/pencils. Plans to clean shared calculators and some art equipment developed.</p> <p>Most kit can be cleaned down before and after use.</p> <p>Need further advice on sharing of text books and calculators.</p> <p>Parents and students all advised they must purchase a small pack of equipment.</p> <p>With Ashlea</p>			

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		<p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed now allowed.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>Regular hand washing/sanitisation throughout the day.</p> <p>Parents and students advised in updates on what they can bring into school.</p> <p>Bags A4 size allowed, own water bottle but can't be refilled.</p> <p>Parents and students advised in updates</p> <p>As above</p>			

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						Review of assessment procedures. Half term one, new assessment policy focus on quizzes/self marking/sampling of work and feedback lessons on any known misconceptions.			
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p>Dedicated school Transport, including Statutory provision;</p> <p>Wider Public Transport;</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>				<p>Students and parents advised to walk as much as possible.</p> <p>No parent access to car park</p> <p>School minibus travel – seeking advice for staff and student safety – with Ashlea</p> <p>Proposed bus journey, students distance where possible. Face front. Staff driver/ students wear face masks. Sanitiser to be used as students enter and leave the bus.</p> <p>Vehicle cleaned thoroughly after each journey.</p> <p>Queuing socially distanced on entry and exit to bus if required.</p>			

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						Parental newsletter sent out requested students to walk, bike sheds provided No parents access to car park Students advised to wear face masks on all journeys on public and CVEA school transport			
Contamination of outdoor play equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups. Multiple groups must not use outdoor play equipment simultaneously.			N/A N/A				
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs). Communicate all plans to all parents and young people				Staff consultation on September re full return held 13 th July. Questions taken/email concerns. 14 th July plans finalised. Newsletter sent 11 th July for parents. Next updates will be 10/11 th August. Next update 23/24 th August			

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
		<p>(transport, drop off and collection times, lunch arrangements, etc),</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>				<p>All signage in place and contractors note ready. Contractors on site all following CV19 regulations.</p> <p>All cleaners briefed and trained. New temporary day time cleaners required.</p>			
<p>Poor mental wellbeing of staff and Pupils</p>	<p>Staff, Pupils, Parent & family members</p> <p>Stress, anxiety, panic, depression</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p>				<p>Track and trace explained to staff. Testing explained and school procedures. All staff (except 1) returned for the last week, socially distanced, training and September plans all shared. Comments, concerns shared and feedback given to solve any issues.</p> <p>Shared with staff in meeting 13th July.</p> <p>All staff timetables changed/reviewed into bubbles/zones/blocks. SLT/HoY in</p>			

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
		<p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				<p>every zone to support staff all day. Toilet breaks provided by staff in zone, support those teaching</p>			
<p>Outbreaks and lack of Emergency Planning</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p>				<p>Emergency plan in place. Curriculum delivery via talk over Powerpoint already prepared for every lesson, every subject, including PE. Records to be kept of sick children/staff, trace contact in bubble. Check with Public Health Sunderland if any cases emerge. Take advice for the next steps.</p>			

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
		<p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>				<p>All student in groups within bubbles can be tracked and trace, as can staff. All contact with students and staff can be identified.</p> <p>All visitor contact details held at reception.</p> <p>Fire plan restructured and revisited. All staff aware of CV19 testing, declaration of absence, tracking and tracing.</p>			
Dining & Catering	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>				<p>Catering provision reviewed and risk assessment against CV19 guidance and regulations. All staff wearing PPE/visors due to close proximity of working. Changes in food services and presentation e.g. no buffet selection, no salad bar, all food wrapped.</p> <p>Change of biometric thumb print to card reader.</p> <ul style="list-style-type: none"> • Hot and cold food services as normal • 5 staggered lunches 			

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
						<ul style="list-style-type: none"> Year 10 and 11 food break in classrooms Additional cleaning in place. Restaurant dining area sterilised after each year group bubble has been through			

To be completed by the Individual undertaking the risk assessment:

Name: _____ **Job Title:** _____

Signature: _____ **Date:** _____

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: _____ **Job Title:** _____

Signature: _____ **Date:** _____

