

RISK ASSESSMENT (2.1) – CORONAVIRUS COVID 19 – FULL RE-OPENING OF SCHOOLS – (Updated 31st October 2020)

Assessment for: COVID 19 – **Full re-opening from 7th September**
 Date: Monday 11/05/2020 Completed by: Malcolm Strange/Neil Wilkinson

Revision 1.8 – 10/07/2020 Revision 1.9 20/08/2020

Revision 2.0 – 28/08/2020 Revision 2.1 31/10/2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks> – (as issued 07/08/2020)

[Http://www.bemrose.derby.sch.uk/school-policies](http://www.bemrose.derby.sch.uk/school-policies)

[Http://www.bemrose.derby.sch.uk/coronavirus-updates](http://www.bemrose.derby.sch.uk/coronavirus-updates)

<https://www.nhs.uk/conditions/coronavirus-covid-19>

<https://www.derby.gov.uk/environmental-health/licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/>

HAZARD IDENTIFIED		A – Hazard Severity			B – Hazard Probability			Risk = A x B
		SERIOUS	SIGNIFICANT	MINOR	LIKELY	POSSIBLE	REMOTE	LOW 1-3 MEDIUM 4-6 HIGH 7- 9
Means of infection – ASSESSED SEVERTIY / PROBABILTY		3	2	1	3	2	1	RISK = A X B
1	Spread by person to person contact within the normal school environment through day to day contact for example: Lack of adherence to correct social distancing protocols – contact with contaminated surfaces, equipment etc. Use of common areas/facilities such as corridor, toilets, rest rooms	x			x			9 – HIGH

(Means of infection – ASSESSED SEVERTIY / PROBABILTY		3	2	1	3	2	1	RISK = A x B
1.1	Spread of Infection person to person by asymptomatic carrier in the school environment through day to day contact	x			x			9 – HIGH
1.2	Spread by person to person contact with persons from outside the school environment – traveling to work etc.	x				x		6 – MEDIUM
1.3	Spread by contact with residual active virus within the school environment through coughing, sneezing etc. without following the Catch it, Bin it, Kill it” guidance – https://www.infectionpreventioncontrol.co.uk/content/uploads/2020/03/catch-bin-kill.pdf	x			x			9 = HIGH
1.4	Spread by contact with residual active virus from outside the school environment on packaging/deliveries etc.		x			x		4 = MEDIUM
1.5	Deliberate malicious attempt to infect by another person	X				X		6 = MEDIUM
1.6	Operational Hazards / Maintenance issues due to temporary “closure” or limited use of the buildings or particular areas during the pandemic – Water hygiene – fire testing – Gas and electrical testing – PPM routines – visiting contractors working on site		X			X		4 = MEDIUM
1.7	Changes to emergency procedure in the event of fire or other safety critical evacuation across the setting		x		x			6 = MEDIUM
1.8	Increased risk of infection to members of the BAME population in the school.	X			X			9 = HIGH

CONTROL MEASURES / PRECAUTIONS AGAINST MEANS OF INFECTION		WHEN	WHO	RESIDUAL RISK
1.	<p>Full re-opening of the school to all pupils from 7th September 2020 Applying the guidance on infection control as issued by Government</p> <p>No member of staff, pupil or visitor must physically attend school if they or a member of their household or social bubble is symptomatic, self-isolating or has tested positive for COVID-19</p> <p>They must also not attend if they have returned to the UK from a County currently on the Governments quarantine list. They must self-isolate and not return to the school until the 14 days quarantine has been completed.</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>1.1 https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>1.2 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools – 07/08/2020</p> <p>1.3 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	07/08/20	LT – NW – JP – AS – PTL – DPTL – Site team – Admin team – all staff	3 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	Staff are encouraged to cycle or walk to work. If public transport is used a face covering must be worn unless you are exempt for health, disability or other reasons	Ongoing	All staff	3 x 1 = LOW
1 > 1.4	Avoid travelling with anyone outside your household or support bubble, refer to Coronavirus covid-19 safer travel guidance for passengers	Ongoing	All staff	3 x 1 = LOW

1 > 1.4	When parking on arrival at school or leaving site staff should take “turns” to get in or out of their cars and maintain the required social distance in respect of colleague and particularly those not in their “bubble”	Ongoing	All staff	3 x 1 = LOW
1 > 1.4	Pupils are encouraged to cycle or walk to school as the demand on public transport will increase in the autumn term. Our staggering start and finish times may help pupils avoiding peak hours.	Ongoing	Pupils- parents- cares	3 x 2 = MEDIUM
1 > 1.4	If travel on public transport cannot be avoided, wear a face covering unless you are exempt for health, disability or other reasons. exemptions for wearing of face coverings	Ongoing	Pupils- parents- cares	3 x 2 = MEDIUM


CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1 > 1.3	Staggered start times for <i>Primary phase pupils</i> between 08:30 & 09:00 by year groups.	Ongoing	LT-NW-JP	3 x 1 = low
1 > 1.3	Corresponding changes made to end of day times between 14:50 to 15:20 by year groups for <i>Primary phase pupils</i> .	Ongoing	LT-NW- JP	3 x 1 = LOW
1. > 1.3	<i>Primary phase</i> parents to drop off at their staggered designated start time, leave site immediately afterwards obeying social distancing rules on site minimum 2m distance – not passing 3m line outside the classroom entrance, pupils to be greeted by the class teacher / TA	Ongoing	LT-NW-JP	3 x 1 = LOW
1 > 1.3	<i>Primary phase</i> year grouping created to ensure social distancing – EYFS – Y1 & Y2 – Y3 & Y4 – Y5 & Y6.	Ongoing	LT-NW-JP	3 x 1 = LOW
1 > 1.3	Year grouping based distancing strategy employed across the setting to facilitate social distancing between pupils. Key stage 4 class sizes will not exceed 30	Ongoing	LT-NW-AS-JP	3 x 1 = LOW
1. > 1.3	<i>Whole School</i> day rescheduled to accommodate staggered, breaks, lunchtimes in both Primary and secondary phase settings.	Ongoing	LT-NW-JP-	3 x 1 = LOW
1 > 1.7	Changes to timetables / grouping and rooming strategy, specific routes to be used, one way systems, staggered timings – planned maintenance or emergency works in progress – briefed to staff via – Head teacher’s briefings, BLOGs & bulletins – LT & Line managers briefings. Changes relating to school day communicated to parents via school website – http://www.bemrose.derby.sch.uk/ or by letter – emails – telephone calls.	Ongoing	LT - JP - AS - NW - Amin team	3 x 1 = LOW
1 > 1.3	Dining areas are segregated and supervised to ensure year groupings maintained in both phases. Staggered meal breaks supported & supervised to ensure hand washing/sanitising hygiene routines for pupils are observed prior to eating or drinking	Ongoing	LT - JP - AS - SA - PTL - DPTL -	3 x 1 = LOW
1 > 1.3	<i>Primary school</i> lunch timings adjusted to create segregated play and dining periods for year groups between 11:45 & 13:15 – supported by signage, physical barriers & adult supervision	Ongoing	LT-NW-JP-AS	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RIKS
1 > 1.3	Midday Supervisors / duty staff to manage hand washing at start of breaks/lunch period as per duty rotas. 20 second minimum duration with liquid soap and “hot water”	Ongoing	SA - PTL - DPTL - LT - JP - AS	3 x 1 = LOW
1 > 1.4	Sanitising stations (at least 60% alcohol) supplement hygiene regime. Poster campaign - signs and notices promoting correct hygiene routines displayed across the settings.	Ongoing	PTL-DPTL- SITE team - LT-JP - AS	3 x 1 = LOW
1. > 1.3	Cash entry points for “cashless catering system” active for limited period during each day. Students monitored during use of system by midday / site team/ duty staff // catering staff to ensure each student sanitizes their hands after using the machine	07/08/20 - ongoing	Site team- duty staff- pupils- catering /midday	3 x 1 = LOW
1. > 1.3	Cash entry points sanitized after each 10 entries with disinfectant surface wipe (at least 60% alcohol based product) by the supervising staff on duty	07/08/20	Supervising staff	3 x 1 = LOW
1 > 1.4	Sanitiser stations (at least 60% alcohol) provided at doors and intersections between areas of the school - main door, corridors, entrance to main hall - kitchen - storerooms.	Ongoing	PTL - DPTL - Site team - LT JP AS	3 x 1 = LOW
1 > 1.4	Cleaning / sanitising regime centred on sanitisation of potential points of indirect infection - surfaces, handles, IT equipment, toilets (staff & pupil) using 1000ppm Chlorine solution made from a tablet dissolved in water.	Ongoing	Site team - PTL - DPTL - staff	3 x 1 = LOW
1. > 1.4	Additional cleaning staff deployed to provide enhanced cleaning & sanitise of touch points - handles, door plates, light switches - contact surfaces - on a “rolling” pattern across the setting throughout the day.	Ongoing	PTL - DPTL - LT - JP - AS	3 x 1 = LOW
1. > 1.4	Cleaners will work in school time and out of school hours. Where equipment is shared it will be wiped down post use with sanitizer. Where possible they will work in shifts- school hours and out of hours. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Ongoing	PTL - DPTL - LT - JP - AS	3 x 1 = LOW
1. > 1.4	Appropriate disposable PPE-Apron-facemask-visor-gloves- available to site team at cleaner’s stores at both phases. Use and supply of PEE by the cleaning / site team monitored by the	Ongoing	PTL - DPTL - LT - AS - JP - Site team	3 x 2 = MEDIUM

	Cleaner in Charge, PTL/DPTL and their line managers in accordance with the COSHH risk assessments for products being used			
1>1.4	Levels of PPE stock monitored daily by cleaner in charge. (Primary & Secondary phases)	Ongoing	CinC-PTL-DPTL	3 x 1 = LOW
1>1.4	For cleaning the use of water based sprays will be used where possible to dampen particle movement. The sprays will have chlorine base that neutralises the virus. The contact time on the surface before wiping shall be a 30 seconds. (Primary & Secondary phases)	Ongoing	CinC-PTL-DPTL	3 x 1 = LOW
1>1.4	A '2 stage clean' will be adapted. Clean once for the dirt clean again for the virus. (Primary & Secondary phases)	Ongoing	CinC-PTL-DPTL	3 x 1 = LOW
1>1.4	Work based equipment especially IT that is shared key pads, phones, keyboards will have anti bacterial wipes available to wipe down prior to use by the user. (Primary & Secondary phases)	Ongoing	CinC-PTL-DPTL	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	Face tissues, hand sanitiser, surface wipes available in every classroom, office and work area to facilitate personal hygiene. “Catch it – Bin it – Kill it” messages / posters prominent in all areas https://www.infectionpreventioncontrol.co.uk/content/uploads/2020/03/catch-bin-kill.pdf	Ongoing	LT – JP – AS – Site team – staff	3 x 1 = LOW
1. > 1.4	Promote – publicise and “enforce” strict hand washing/sanitising routines for pupils– monitored by duty staff – Poster campaign across the setting on corridors by sinks and in hygiene areas.	Ongoing	LT = JP – AS All staff	3 x 1 = LOW
1. > 1.5	Maintain social distancing regimes – minimise pupil movements in school – support & educate pupils, reinforced where necessary with distance markings/grids/signage at gathering points – corridors – learning streets – play areas/MUGA – plus poster campaign to support and promote “2m / 1m plus” guidance. “One way” “keep left” policy adopted in communal spaces / corridors.	Ongoing	Site team – LT – JP – AS – Staff – pupils	3 x 2 = MEDIUM
1. > 1.5	All visitors to site must wear face coverings when they come onto the site. We can reserve the right to accommodate the public onto the site if they are not wearing a mask.	Ongoing	Site team – LT – JP – AS – Staff – pupils	3 x 2 = MEDIUM
1. > 1.5	Whenever reasonably practical adopt a “one out one in” procedure to visitor’s reception areas at main entrances – Maintain social distancing if visitors are queuing to enter, minimum 2m when queuing – not passing 2m line outside main entrance until asked to enter building	Ongoing	Reception team – visitors – site team	3 x 1 = LOW
1 > 1.5	Reception staff to communicate with visitors keeping glass partitions closed and or screen in place – face covering may also to be worn by staff if they feel the desired need and have “no choice but to” engage with visitors in close proximity.	Ongoing	Reception team – parents – LT – JP – AS	3 x 1 = LOW
1. > 1.4	Parents/visitors must leave documents etc. in a drop off box & will be informed that items will remain “in quarantine” for at least 24hrs prior to being dealt with.	Ongoing	Parents – reception / site teams	3 x 2 = MEDIUM
1. > 1.4	Urgent documents / correspondence identified as such to reception staff at the time of delivery to be sanitized where possible and or opened by staff wearing appropriate PPE.	Ongoing	Reception / site teams	3 x 2 = MEDIUM
1. > 1.4	Envelopes etc. will be treated as “contaminated waste” bagged and quarantined for 72hrs prior to disposal in the general waste collection.	Ongoing	Reception team	3 x 2 = MEDIUM

1. > 1.4	Reception staff will observe hygiene precautions when dealing with mail deliveries, package etc. from parents et al ensuring an appropriate quarantine period is applied.	Ongoing	Reception team	3 x 2 = MEDIUM
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CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RIKS
1. > 1.4	<p>Publication & promotion of Government, National Institute for Health Protection formally PHE & DfE guidance – Social distancing – Catch it–Bin it–Kill it. – NHS Track and Trace</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p>  <p>20200928 CDT20-174 COVID School Guide</p>	Ongoing	PTL– DPTL – site team – admin team	3 x 1 = LOW
1. > 1.5	<p>Visitors will be asked if they have had COVID19 or displayed any symptoms – if symptomatic access would be denied & the person referred to National Institute for Health Protection, formally PHE advice – track and trace procedure. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ – If access is denied due to the risk of infection the incident will be recorded in visitor’s reception.</p>	Ongoing	Reception team – LT – JP – AS – PTL – DPTL	3 x 1 = LOW
1. > 1.4	<p>If a parent or visitor requires first–aid assistance the first–aider will assess the requirement to wear PPE – where “fleeting” care is needed, for example providing an ice pack, Inhaler, antiseptic wipe for the visitor to use themselves, the First–aiders may maintain 2m distance or 1m + distance with good hand washing practice and or disposable gloves and face covering</p>	Ongoing	First–aid team	3 x 2 = MEDIUM
1. > 1.4	<p>If prolonged or “intimate care” is necessary first–aiders will ensure full PPE is worn. In addition eye protection worn if there is a risk from splash or respirable droplets being created, worn in accordance with https://www.youtube.com/watch?v=-GncQ_ed-9w – Used PPE/ RPE – dressing etc. treated as infectious waste material and disposed of the Bio–waste materials bins / sacks in the medical room prior to collection and disposal by PHS collections. (Weekly)</p>	Ongoing	First–aid team	3 x 2 = MEDIUM
1. > 1.4	<p>All “multi use items” such as Inhalers, spacers, cool packs and or containers for medication, kept for individual students, must be sanitised using a sanitising wipe immediately after use before being returned to safe storage in the medical room cupboards / refrigerators.</p>	Ongoing	First–aid team	3 x 1 = LOW
1. > 1.4	<p>In the event of a serious injury or illness (non COVID19) requiring direct contact with a casualty full PPE – Face mask – disposable gloves – disposable apron – If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or</p>	Ongoing	First–aid team	£ x 2 = MEDIUM

	vomiting, then eye protection should also be worn during the period of treatment. PPE / RPE to be worn in accordance with the guidance https://www.youtube.com/watch?v=-GncQ_ed-9w			
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CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	<p>In the event that a casualty requires CPR following an accident or as a result of non COVID19 related circumstances chest compressions only will be administered – first-aid team briefed and referred to website link below.</p> <p><i>no rescue breaths should be given in the event of CPR being required</i></p> <p>The casualty’s mouth should be covered with a thin, clean cloth, handkerchief, tea towel for example to prevent the spread of respirable droplets during the CPR procedure.</p> <p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>	Ongoing	First-aid team	3 x 2 = MEDIUM
1. > 1.4	<p>Passive monitoring pupils & staff, to encourage anyone who may be feeling unwell to recognise possible COVID19 symptoms and to react to and manage such symptoms appropriately.</p> <p>https://www.england.nhs.uk/coronavirus/community-social-care-ambulance/symptoms-of-covid-19-and-medical-advice</p> <p>A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Most people with coronavirus have at least 1 of these symptoms</p>	Ongoing	All staff – first-aid team – LT – JP – AS	3 x 2 = MEDIUM
1. > 1.4	<p>Any person, child, young person or staff member displaying COVID19 symptoms should be sent home, collected by a parent or carer and should begin the appropriate self-isolation period, at least 10 day. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>	Ongoing	LT – JP – AS – First-aid team – PTL – DPTL – line managers	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	Any person, child, young person or staff member displaying COVID19 symptoms should seek to take a test as per guidelines – https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/	Ongoing	LT - JP - AS - PTL - DPTL - Reception staff	3 x 1 = LOW
1. > 1.4	When made available to schools by NHS track & Trace, (Expected Autumn term 2020) the school will consider and where deemed appropriate, issue a COVID19 self-testing kits direct to any child, young adult, or staff member attending the school for whom it is felt that they might have difficulty accessing a test by any other means.	10 kits in stock and re ordered on a 3 weekly basis	LT - JP - AS - PTL - DPTL	3 x 1 = LOW
1. > 1.4	Whilst waiting to leave site, if they are unable to leave without assistance any person, child, young person or staff member will be isolated in the school’s medical rooms (Secondary & Primary phases) where they can be monitored by trained first aid staff whilst onsite.	Ongoing	First-aid team - site team - LT - JP - AS - reception team	3 x 1 = LOW
1. > 1.4	Temporary isolation in a ventilated space where reasonably practical (medical rooms) prior to leaving site is the preferred option. If this is not possible, then, depending on the age and or specific needs of the child or young person, and to reduce the potential of further potential infection, they may be moved to an area at least 2 meters away from other people and accompanied by a first-aider or another supervising adult prior to them leaving site.	Ongoing	First-aid team - LT - JP - AS - PTL - DPTL - Site team	3 x 2 = MEDIUM
1. > 1.4	First-aider / supervising adult in attendance to remain at a distance of 2m whenever possible 1m plus if distancing can’t be maintained due to the condition of or specific welfare needs of the child or young person in isolation awaiting removal from site.	Ongoing	First-aid team - Staff -	3 x 2 = MEDIUM
1. > 1.4	If a child, young person or staff member needs to go to the bathroom whilst awaiting collection a separate toilet/washroom area will be designated for their use and indicated with the appropriate signage as a COVID19 quarantine area.	Ongoing	Site team - LT - JP - AS	3 x 1 = LOW
1. > 1.4	Toilets / washrooms or other areas used by those with COVID19 symptoms will be cleaned and sanitised following use in accordance with the non-healthcare setting guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area	Ongoing	Site team - PTL - DPTL	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	First-aiders and or any other supervising adults must ensure they follow good hand hygiene practice and wash hands for at least 20 seconds with liquid soap and hot water, once PPE has been safely removed and disposed of in the yellow bins, following “contact” with someone who is unwell.	Ongoing	First-aid team - staff - site team	3 x 2 = MEDIUM
1. > 1.4	If any person, child, young adult or staff member displays COVID19 symptoms should seek to prevent the potential spread of any infection to the people they live with whilst awaiting a test result. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-to-avoid-spreading-coronavirus-to-people-you-live-with/	Ongoing	Staff – pupils – parents – carers –	3 x 1 = LOW
1. > 1.4	Anyone who has helped someone with symptoms or pupils and staff that have been in close contact with them do not need to go home and self-isolate unless they develop symptoms or if the asymptomatic person subsequently tests positive. <i>For COVID-19, a close contact is defined as any individual who was within 2 metres of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</i>	Ongoing	First-aid team - staff - LT - JP - AS	3 x 2 = MEDIUM
1. > 1.4	When a child or young person is sent home having displayed COVID19 symptoms we will direct parents/carers to arrange a test for the child. All schools have a duty of care for pupils and staff. We expect parents/carers to take necessary actions to preserve the health and safety of our pupils and staff and prevent the spread of infection by fully engaging with the Test, Track and Trace process. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	Ongoing	LT - JP - AS – Reception staff - Staff – pupils	3 x 1 = LOW
1. > 1.3	Where the child, young person or staff member tests positive, the rest of their “Class Bubble” should also be sent home and advised to seek advice from Local Public Health https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm – whilst following the stay at home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Ongoing	NW-LT-JP-AS- site team	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.3	Classrooms used by the Class bubble from which a COVID19 infection has been confirmed by a positive test will be quarantined for 72hr after which areas will be deep cleaned and sanitized. Areas in quarantine will be locked and tapped off prior to completion of the cleaning operation with cleaner disinfectant (1000ppm Chlorine solution) a log of cleaning process will be kept and reviewed prior to the area “re-opening” by the Premises Team Leader or Deputy	Ongoing	NW-LT-JP-AS-site team	3 x 1 = LOW
1. > 1.4	Once at home all members of the household should follow the government’s published guidance to avoid the potential spread of infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	ongoing	Staff – pupils – carers – parents	3 x 1 = LOW
1. > 1.4	A child or young person or member of staff, having received a negative test result for COVID19, can then arrange to return to school. However, In all cases, prior to their return following a test which has returned a negative result, the school will respectfully request that they are provided with a copy of the negative result, as issued by the NHS Test Track & Trace service, https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance	ongoing	JOC – Admin team – LT – JP – Staff – Parents/carers	3 x 1 + LOW
1.1.4	A record of a negative test/s made on the SIMS system in line with GDPR requirement. [X code] If an X code is against a pupil please alert via on call for this to be checked.	Ongoing	JOC-Admin team-LT	3 x 1 = LOW
1. > 1.4	Secondary phase pupils to remain in outdoor clothing until they are inside their allocated room. Small bags may be brought into the settings but must remain with the pupils at all times	Ongoing	LT-AS-Staff-pupils	3 x 1 = LOW
1. > 1.4	From 1 st September 2020 advice on the wearing of face covering in a school setting has changed– updated 16/10/2020 – https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	September 1st ongoing	LT-JP-AS	3 x 2 = MEDIUM
1. > 1.4	The school will support the wearing of appropriate face covering in areas where it is difficult to maintain 2m social distance for example in corridors and “communal areas”, other than classrooms, where the layout of the school makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises or: (continued next page...)	07/09/20	LT-JP- AS – Staff – Site team	3 x 2 – MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college	07/09/20	LT-JP-AS- Staff-pupil- parents/cares	3 x 2 = MEDIUM
1. > 1.4	It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own https://www.youtube.com/watch?v=adB8RW4I3o4 https://www.youtube.com/watch?v=ciUniZGD4tY	07/09/20	All staff- pupils- parents- carers-visitors	3 x 2 = MEDIUM
1. > 1.7	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Used face covering should be disposed of in the yellow bins placed around the site.	07/09/20	All staff - pupils- parents- carers-visitors	3 x 2 = MEDIUM
1. > 1.7	It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society; Public Health England has made available resources on how to make a simple face covering . However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will maintain a small contingency supply available to meet such needs.	07/09/20	PHE-LT-JP-AS- site team- pupils-staff	

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	If a child or young person has a diagnosed medical condition which would exempt them from wearing a face mask or covering and have been directed not to do so by their medical practitioner the parent or guardian of the child or young person should notify the school of this prior to the child or young person returning to the setting. A person specific RA may then be required according to the nature, severity and impact of any such diagnosed medical condition.	ongoing	LT - JP - AS	3 x 1 = LOW
1 > 1.4	The school's procedure for removing of facemasks/coverings is – Wash/sanitising hands to reduce the risk of transmission by touching any area of the face whilst removing a face covering – use fastening loops where available to or hold the side of the covering to remove the covering itself (avoid touching the front of the covering adjacent to the nose/mouth areas) https://www.youtube.com/watch?v=adB8RW4I3o4 https://www.youtube.com/watch?v=ciUniZGD4tY	Ongoing	NW-LT-AS-JP- staff - pupils - site team	3 x 2 =MEDIUM
1 > 1.4	Place disposable face coverings in the yellow, closed top bins provided and following removal of the covering or mask, repeat hand washing/sanitizing procedure.	Ongoing	S taff - pupils	3 x 1 = LOW
1 > 1.4	The wearer is to place used, washable coverings in a plastic bag (mask/covering user to provide their own) – Washable covering are not to be worn again until laundered https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own	Ongoing	Staff-pupils	3 x 1 = LOW
1. > 1.4	If a member of staff has a diagnosed medical condition, which would exempt them from wearing a facemask or covering and they have therefore been directed not to do so by their medical practitioner, they should raise this with the Executive Headteacher before returning to the setting.	07/08/20	LT-JP-AS- GOVS	3 x 1 = LOW
1. > 1,4	Pupils to sanitise / wash hands at each point of entry on arrival at the start of the school day and during the day when moving between areas for specialist lessons such as PE, ICT, DT etc.	07/09/20	LT-JP-AS – site team	3 x 2 = MEDIUM
1. >	Secondary phase pupils encouraged to maintain social distancing between year groupings & minimise “contact” between children and staff at entrances and or on corridors etc. at lesson	07/09/20		3 x 2 MEDIUM

1.4	changes between specialist subjects when these occur – use of signage, notices poster campaigns and support and encouragement from duty and staff in general.		LT–Duty staff – site team – staff	
1. > 1.4	Primary phase pupils coat pegs, used to hang coats/bags etc. spaced to avoid contact between items Pupil entry to cloak room area staggered and managed by class teacher/support staff to maintain social distancing regime at the start and end of the school day	Ongoing	JP–Staff–pupils–parents–carers	3 x 1 = LOW
1. > 1.4	Secondary phase classroom organised to facilitate social distancing – all desks facing forwards – maximum 30 pupils per class – all “unnecessary” furniture and other items removed from classrooms	07/09/20	LT–Staff–site team	3 x 2 – MEDIUM
1. > 1.4	Secondary phase class teachers to teach from the front, adults maintaining 2m distancing between each other and from children whenever possible but must avoid “close, face to face contact” time spent within 1m of anyone.	07/08/20	LT – AS – Staff	3 x 2 = MEDIUM
1. > 1.4	Staff and pupils will have “their own” frequently used classroom resources such as pens, pencils et al. which are not shared.	07/08/20	LT–AS–JP–Staff–pupils	3 x 1 = LOW
1. > 1.4	Essential, classroom based resources will be used in the year group bubbles across the setting. These resource will be cleaned regularly (at least once during the school day) by members of the bubble itself using cleaning materials provided specifically for that purpose.	Ongoing	Staff–pupils–site team	3 x 1 = LOW
1. > 1.4	Resources that are shared between year group bubbles during specialist subject lessons will be sanitized frequently and meticulously and always between year groups throughout the school day after each lesson or period of use by staff/pupils or site team as appropriate.	Ongoing	Staff–pupils–site team–PTL–DPTL	3 x 1 = LOW
1. > 1.4	Where sanitizing of shared equipment is not possible it’s use will be rotated to allow it to be left unused for 24hrs (72 hours for plastics) between use by different year groups	Ongoing	LT–LD’s–Staff–PTL–DPTL	3 x 1 = LOW
1. > 1.4	Additional provision made in all specialist subject areas and location to ensure sanitization of equipment, resources, touch surfaces is undertaken throughout the school day across the setting.	Ongoing	LT–AS–JP–PTL–DPTL–SBM–BG–RR	3 x 1 = LOW
1. > 1.4	Risk assessments linked to the provision made in specialist subject areas and locations linked to the guidance issued by the leading Association e.g BALPE, CLEEPS	Ongoing	LT–AS–JP–PTL–DPTL–SBM–BG–RR	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	Soft furnishings, toys, fabric, small and or difficult to clean items, plaster scene for example, to remain out of use across the setting as it is impractical to sanitize these items during the normal school day – these items have been removed and sorted safely elsewhere on site.	Ongoing	LT-JP-AS-PTL-DPTL-Site team	2 x 1 = LOW
1.>1.4	Sand pits closed and locked off to prevent access	Ongoing	Site team-JP	2 x 1 + LOW
1. > 1.4	Outside play equipment is cleaned after each use or session during the school day and following lunchtime play activities using cleaning solution containing 1000ppm Chlorine by Midday supervisors or site staff as appropriate.	Ongoing	Site team-Middays	2 x 1 = LOW
1. > 1.4	All seating, touch surfaces sanitized between lunchtime services (Middays/site team) Catering equipment, plate, cutlery cleaned after service and sanitized using the commercial dishwasher provided in the school kitchen. Catering Staff)	Ongoing	Middays – Catering team – site team	3 x 1 = LOW
1. > 1.4	Outside space – MUGA (Primary phase) – outdoor play areas (Secondary phase) – may be sectioned into 2m square grid if necessary to support / manage social distancing at break/lunchtime year group bubbles may be allocated to specific areas if required	TBA	NW-JP-AS-LT – site team	3 x 2 = MEDIUM
1. > 1.4	Internal space – primary phase assembly hall – sectioned off into 2m square grids if necessary to manage social distancing in “wet play” scenarios small groups allocated to areas	TBA	NW-AS-JP-LT- Site team	3 x 2 = MEDIUM
1. > 1.4	Limit / cancel large gatherings – assemblies – TEAMS or other virtual means to deliver where possible. Keeping bubbles/groups apart	Ongoing	LT-NW-AS-JP-Staff – ICT	3 x 1 = LOW
1. > 1.4	Postpone / cancel visits by external groups or organisation, deliver using TEAMS or other virtual means to deliver where possible	Ongoing	LT-NW-AS-JP-Staff – ICT	3 x 1 = LOW
1 > 1.4	Deliveries to be scaled up where possible to limited frequency during the pandemic	Ongoing	Finance team-site team-LD's	3 x 1 = LOW
1 > 1.4	Whenever possible avoid paper system which encourage transferring hard copy into or out of school, use electronic means of communications, ordering and invoicing where practical	Ongoing	Finance team-admin-supplier	2 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	Deliveries to site to be left in designated areas where possible to allow site team to co-ordinate quarantine 24hrs soft covering 72hrs plastics prior to further distribution across the school	Ongoing	Site team-reception	2 x 1 = LOW
1. > 1.4	Deliveries which can't be placed in the designated areas will be referred to the site staff to safely disinfect/ decant prior to further distribution across the school - washing hands afterwards for at least 20-seconds	Ongoing	Site team-reception-admin	3 x 2 = MEDIUM
1. > 1.4	Packaging will be treated as contaminated waste, staff will wear disposable PPE (disposable gloves and face covering) when removing packaging, plastic sheeting, cling wrap etc. if not previously disinfected. Washing hands for 20-second minimum period following contact with packaging.	Ongoing	Site team-reception-Admin	3 x 2 = MEDIUM
1. > 1.4	Once removed if not previously disinfected, "hard surface" packaging will be treated as contaminated waste and held until 72hrs has elapsed, soft surface "paper/cardboard" packaging should be left for 48hrs and then waste can be disposed of in general domestic waste bins for weekly collection	Ongoing	Site team-reception-admin	3 x 1 = LOW
1. > 1.4	Having completed decanting deliveries etc. all staff must carefully remove and dispose of any PPE worn during the operation and wash hands for a minimum of 20-seconds and or sanitize their hands immediately in order to maintain good hygiene practice.	ongoing	Site team - reception - admin	3 x 1 = LOW
1. > 1.4	Mail / other small packets with "soft surface packaging" will be deposited in a holding "create" for 48hrs quarantine prior to being handle by reception - site team and distributed further into the school. Washing hands for 20-second minimum period following contact with packaging.	Ongoing	Site team - admin - reception	3 x 1 = LOW
1. > 1.4	Reception staff may use disposable gloves if it proves necessary to receive mail and other smaller deliveries direct from couriers etc. However; hand washing and good hygiene practices must still be followed washing hands for 20 seconds minimum or sanitizing	Ongoing	Reception team - admin - site team	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.4	All counters and touch surfaces cleaned and sanitised regularly throughout the day and following each delivery/ receipt of mail, packages etc. in addition to the normal cleaning regime	Ongoing	Reception-admin-site team	3 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST DELIBERATE ATTEMP TO INFECT		WHEN	WHO	RESIDUAL RISK
1.5	All control measure listed above to mitigate risk of accident infection by direct contact with others in the course of the working day	ongoing	All staff	3 x 1 = LOW
1.5	Staff to be briefed on the potential threat of malicious infection when dealing with behavioural issues in the classroom	Ongoing	NW-LT-JP-AS	3 x 1 = LOW
1.5	All staff, particularly those facing the public to be briefed on the potential threat of malicious infection	ongoing	NW-LT-JP-AS	3 x 1 =LOW
1.5	Existing glass reception screens to remain closed when speaking to visitors, parents et al additional temporary “Perspex” screens also provided	Ongoing	Site team	3 x 1 = LOW
1.5	Leadership Team to take appropriate action in respect or reports any such threat to life against any member of staff, child or young person at the school	Ongoing	NW-LT-JP-AS	3 x 1 = LOW
1.5	Any such attempt to infect of threat to do so must be reported to/ logged by LT	Ongoing	All staff	3 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / MAINTENANCE ISSUES		WHEN	WHO	RESIDUAL RISK
1.6	Legionella contamination - all areas of the school have continued to be accessible throughout the period of reduced operations. Water hygiene checks completed - areas of reduced use flushed & readings recorded in water hygiene log in accordance with the appropriate schedule	Ongoing	DCC contractors - Site team - PTL - DPTL	2 x 1 = LOW
1.6	Water hygiene visits by DCC approved contractors (IWS) have continued and will be facilitated by appointment, out of hours where practical, following return to full operation using social distancing measures and infection control measure and routines, hand washing and PPE	Ongoing	DCC contractors - Site team - PTL-DPTL	2 x q = LOW
1.6	Fire systems and alarms continue to be tested weekly to ensure operational safety is maintained following the period of reduced operations - actions logged in fire logbook. Ensure fire doors are not wedged open for ventilation during COVID19 pandemic which may compromise fire safety. https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training	Ongoing	DCC contractors - Site team - PTL-DPTL	2 x 1 = LOW
1.6	Quarterly fire alarm system tests conducted by approved contractor (Honeywell / Ageis) by appointment, out of hours where practical and actions recorded in Fire log book Link - https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training	Ongoing	DCC contractors - site team - PTL-DPTL	2 x 1 = LOW
1.6	Air conditioning units across the school are serviced and maintained by contractors appointed by Derby City Council (MITIE) at the appropriate frequency and are of a type for which use is not restricted by the COVID19 pandemic. Service visits arranged by appointment out of hours whenever practical https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm	Ongoing	DCC contractors - site team - PTL-DPTL	2 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / MAINTENANCE ISSUES		WHEN	WHO	RESIDUAL RISK
1.6	Gas installation in all areas of the school are checked and certified by qualified and approved GAS SAFE engineers (MITIE) appointed by Derby City Council at the appropriate frequency uring and following the COVID19 pandemic - https://www.hse.gov.uk/coronavirus/gas-safety/index.htm	Ongoing	DCC contractors-site team-PTL-DPTL	2 x 1 = LOW
1.6	General maintenance undertaken by outside contractors by appointment only. (VIA DCC Helpdesk through the school's buildings maintenance package) "Out of hour" when possible.	ongoing	DCC- contractors-site team-PTL	2 x 1 =LOW
1.6	Wherever practical only essential/safety critical maintenance to be carried out during school opening hours.	Ongoing	DCC- contractor-site team-PTL	2 x 1 + LOW
1.6	Staff are informed through email, briefings etc. of any maintenance being carried out in communal areas, toilets, etc. Working areas are "cordoned off" off for safety and distancing.	Ongoing	PTL/ <u>DPTL</u>	2 x 1 = LOW
1.6	Social distancing is managed / maintained by site team whilst contractors are working on site. Any documentation (RAMS) required is sent/received prior to the contractor arriving on site.	Ongoing	Site team-PTL-DPTL- contractors	2 x ! = LOW
1.6	Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are required and must be agreed by the school prior to the commencement of any works.	Ongoing	DCC- Contractors- PTL-DPTL	2 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / EMERGENCY PROCEDURES		WHEN	WHO	RESIDUAL RISK
1.7	<p>Evacuation procedure amended taking into account the new COVID-19 measures. Priority is preservation of life using the nearest exit route.</p> <p>Update emergency evacuation procedures communicated via email - briefing etc.</p> <p>Staff, visitors and contractors social distance at assembly areas (2m separation) as far as is reasonably practicable.</p>	Ongoing	PTL-DPTL-LT-site team	2 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19 BAME COMMUNITY MEMBERS		WHEN	WHO	RESIDUAL RISK
1.8	The forgoing RA assessment represents the school’s best endeavours to ensure the school is COVID19 compliant and as safe as is reasonably practical for all those persons, children, young adults or staff members attending the setting in accordance with the published advice – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Ongoing	LD-NW-LT-AS-JP-MS	3 x 2 = MEDIUM
1.8	Analysis of the impact on those from the BAME communities, in terms of infection rates and outcomes during the COVID19 pandemic shows that members of those communities are potentially at greater risk of infection and more serious outcomes should they become infected. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf			
1.8	The risk control measures detailed in the forgoing document are designed to create a COVID19-secure workplace by identifying and eliminating hazards where possible and mitigating the controllable risks which the COVID19 pandemic represents to everyone, BAME or otherwise. In addition to this RA a further risk assessment will be offered to those BAME colleagues wishing to undertake it, to identify “person specific”, “BAME related” concerns upon which “the school” can exert its influence or introduce controls to limit their impact on our BAME colleagues.	20/09/20 Ongoing – invitation between 7 th >	LD-NW-LT-JP-AS-MS	3 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19 EXTREMELY CLINICALLY VULNERABLE [ECV] CLINICALLY VULNERABLE [CV] COMMUNITY MEMBERS		WHEN	WHO	RESIDUAL RISK
1.8	The forgoing RA assessment represents the school’s best endeavours to ensure the school is COVID19 compliant and as safe as is reasonably practical for all those persons, children, young adults or staff members attending the setting in accordance with the published advice – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Ongoing	LD-NW-LT-AS-JP-MS	3 x 2 = MEDIUM
1.8	National Guidance from DfE around ECV and CV alongside medical advice will be used to determine the contents of the RA. This will form the reasonable adaptations to support the colleague in the workplace.	Ongoing	LD-NW-LT-AS-JP-MS	3 x 2 = MEDIUM
1.8	For colleagues who are pregnant and especially those entering the last tri-mester [28 weeks] National Guidance and that of the RCOG will be followed in making reasonable adaptations in the workplace https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/ https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf	Ongoing	LD-NW-LT-AS-JP-MS	3 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19 TIER 2 & TIER 3		WHEN	WHO	RESIDUAL RISK
1. 8	National Guidance from DfE around and increase in the Covid alert alongside medical advice will be used to determine the contents of the RA. This will form the reasonable adaptations to support the colleagues and pupils in the workplace.	Ongoing	LD-NW-LT- AS-JP-MS	3 x 2 = MEDIUM