

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment, as well as during each review of the content.

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the COVID-19 secure principles.

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

## Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 re-opening arrangements	
School	Pentland Primary School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Valerie Hall/ Head of School Supplemented by Dawn Dacombe HoS atPpentland Primary School	Date:	Revised 13.10.20 Revised 1.11.20 Revised 19.11.20 Revised 3.1.21 Revised 10.2.21
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Quality Assurance Check by Manager / Line Manager		Date:	
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January 17<sup>th</sup> update:

- Individual bubbles to not mix under any circumstances.
- No staff to cross bubbles unless specifically stated by SLT.
- SLT to collect and deliver lunches to all bubbles. DD and other SLT member in school
- Extra cleaning scheduled throughout the day in communal areas.
- Fire registers displayed on window so admin do not need to enter classrooms
- Extra lunchtime supervision catered for to ensure social distancing can be maintained at all times.
- Staff to leave the building as soon as they finish their shifts. This is to allow a through clean of all rooms.
- Unless medically exempt, masks to be wore in all communal areas.
- Any staff risk assessed by DD as to be at a potential risk, will work from home until risks can be mitigated. Further information can be requested from DD. It may not be possible to share due to confidentiality.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Safe Social Distancing 1 metre plus	<p>Monitor observance of 1mt + safe social distancing and to remind of good hand and respiratory hygiene.</p> <p>SLT, or other school staff, on entrances and exits to ensure parents are following measures.</p> <p>Daily positions – CF 5/6 gate, DD playground, JM gate, EN front entrance. Wearing face shields recommended. Staff to challenge parents if more than one parent attends. DD to remind parents of expectation.</p> <p>Staff advised, and strongly encouraged, to wear a face mask or shield when speaking to parent or on exits and entrances. DD requests staff to inform her if they are choosing not to. Strongly advised.</p> <p>COVID-secure guidance available <a href="#">here</a> . Conspicuous signage to illustrate safe social distancing.</p> <p>Floor markings and posters to illustrate one systems introduced, avoiding pinch points. Small groups of children although numbers may vary slightly from day to day.</p> <p>All staff responsible to challenge other staff members and parents if these rules are not being followed. Responsibility of all of Pentland staff.</p> <p>Classes to form consistent bubbles (5/6 year bubbles) that will not mix except in circumstances such as before and after school club and transport. However, measures still in place wherever possible.</p> <p>Before and after school club to try and keep bubbles apart where possible.</p> <p>Staff not to mix bubbles, unless for teaching or educational purposes. This applies before and after school. If staff need to seek another adult in another bubble, including before and after school, a dynamic risk assessment should be</p>	<p>Mobility impaired students may require additional arrangements. See individual risk assessment for child</p> <p>Children with specific needs have a member of staff allocated to them. See individual class plans</p> <p>Guidance states that exceeding 15 minutes close proximity will be difficult for SEN children and children with specific needs. Staff to still execute extreme vigilance and follow guidance as much as possible. Staff to use PPE when they feel at risk from transmission.</p> <p>Staff advised, and strongly encouraged, to wear a face shield when working with children in close proximity for longer than 15 minutes.</p> <p>Playground will be separated into zones so bubbles can access the outside arrangements at the same time.</p> <p>All children to have their own packs of frequently used items</p> <p>Y6 children to only bring their phones if absolute necessary. A use of a drop box will be put into place.</p> <p>Parents are now strongly advised to wear a face covering when entering the school site.</p> <p>DD to remind parents about face mask and reiterate one parent to collect rule.</p>	All staff	Ongoing	This is ongoing and reassessed continuously, so no done date can be added.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>made to consider risks.</p> <p>Staff are allowed to enter another bubble for resources, but must limit talking and interacting with adults from other bubbles.</p> <p>At lunch times, when adult bubbles could mix, staff must social distance and ensure they are no longer than 15 minutes and at least 2 metres apart.</p> <p>Furniture and workshops re-arranged to maintain safe social distancing. Tables to face forward. Children not to sit forward facing one another (Year 2 above). Year 1 and EY can adapt their furniture to meet the needs of their children but still ensuring guidance is considered.</p> <p>Staff to keep their distance from children where possible. Guidance states staff should try not to be in close contact with a child for more than 15 minutes See additional measure.</p> <p>1mt + distancing markers present to maintain safe social distancing.see extra measure</p> <p>School fire plan to be displayed in classrooms.</p> <p>Where possible, staff to stay in or near their bubble at all times. See above. This needs to be consistent during school hours, and before and after. Staff not to enter other areas of school unless there is a specific reason to do so. This does not apply to SLT or admin,</p> <p>2 staff room created to allow social distancing of staff. Time in staff rooms limited to 15 minutes as per guidance. Sign in and sign out sheet to be created.</p> <p>Staggered start and finish times to ensure minimal contact between parents. Staff on duty to monitor this. Reminder on FB.</p>				

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes may need to be reduced to maintain safe social distancing.</p>	<p>Restrict number or groups of children outside so that pupils do not gravitate towards one another.</p> <p>Continue to stress and follow social distancing rules outside.</p> <p>.</p> <p>Bubbles to be zoned.</p> <p>5/6 bubbles now just two zones outside due to class arrangements</p>	All staff	Ongoing	Continuous reminders by email and staff briefings.
Hygiene	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>KC and JM to monitor and order ahead of time.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Continue to happen frequently.</p> <p>All staff responsible and to challenge if needed or appropriate.</p> <p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>KC and JM to monitor and order ahead of time.</p> <p>Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using recommended materials from Bulloughs, this may include touch screens, door handles, bannisters,</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene.</p> <p>Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Frequent hand washing and drying – see guidance on <a href="#">hand cleaning</a>. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Hand washing used first. ¾ teachers to create a timetable if needed.</p> <p>Catch it, bin it, kill it posters.</p> <p>Additional tissues available.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available <a href="#">here</a>.</p> <p>Access to toilets and how that will be controlled to reduce numbers of children at any one time – see cleaning throughout the day</p> <p>Teachers to monitor toilets and stop bubbles from mixing. KS leaders to arrange this</p> <p>TAT to wipe down sinks at intervals throughout the day, especially at break and lunches.</p> <p>Additional cleaner employed throughout the day.</p>	<p>All staff</p> <p>CEO/Head of School</p> <p>All staff to be given guidance</p>	Ongoing	Continuous reminders by email and staff briefings.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>. This has been issued to heads by Bulloughs. Consider distributing to staff                      Staff to continue to clean surface regularly throughout the day.                      Toilets to be cleaned at lunch time.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation. Classrooms to stay well ventilated at all times. <b>Children allowed to bring an extra jumper if they wish. DD to action information to parents.</b></p> <p>Sports equipment and OT equipment to be cleaned before and after every use.</p>	<p>Regular lessons planned for children on hygiene, social distancing etc                      Teachers to remind children in each circle time a week</p> <p>Caretakers to regular clean outside equipment.  <b>JM to action</b></p> <p>Each subject or phase leader to complete their own RA if applicable to their area or subject. These will be approved by HT but must align with recommendations in this RA.</p>			
Vulnerable People	<p>Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for <a href="#">clinically extremely vulnerable groups</a> and <a href="#">clinically vulnerable groups</a> to ensure their presence does not place them in a position of elevated risk of exposure.</p> <p>Individual RAs completed. Staff's responsibility to inform us of changes if they occur.  <b>Staff to contact KC immediately to review their RA if needed. Staff's responsibility.</b></p> <p>All staff to review their RAs. Please arrange this with KC.</p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of Self-isolating if these are experienced.</p> <p><b>DD contacting attendance to seek advice about vulnerable children and parents.</b></p> <p>DD advised by LA SLA that families who have a member who need to isolate are able to educate their children at home and be marked as X. Teachers to provide Home Learning and keep in contact with families.                      Concerns – pass to EN</p>	<b>CEO/ Heads of school</b>	<b>Ongoing</b>	<b>Ongoing</b>
First Aid	The school's first aid assessment will be reviewed to ensure an adequate provision,	Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of	CEO/head of school in conjunction with	Ongoing	Ongoing

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>including at least one paediatric First Aider present at all times in Primaries.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p> <p>All staff expected, as per handbook, to engage in the NHS track and trace system and procedures.</p>	<p>dealing with a potentially symptomatic person.</p> <p>First aid kits available in each zone along with accident reporting book.</p> <p>Tele communication available in each zone.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available <a href="#">here</a>.</p>	<p>appointed leader in school on the day.</p>		
<p>Students / Staff display symptoms</p>	<p>People (or those of their household) showing symptoms should remain at home and self isolate.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice. If symptoms are those of Covid, child should take a test. If any in school, please provide.</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>Move child to the isolation room within zone. Staff to wear PPE if in close proximity of the child.</p>	<p>More information on self isolation can be found <a href="#">here</a>.</p> <p>Thinking about cleaning broadly and after a potential suspected COVID19 case it might be worth considering ensuring the following: Those carrying out routine environmental cleaning are equipped with and trained to use appropriate PPE (disposable gloves and apron). During the event a cleaner will need to be available (not necessarily on site) to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon</p>	<p>All staff</p> <p>Appointed leader in school on that day with advice from head or school or CEO if requested. Head of school must be informed as soon as possible after the</p>	<p>Ongoing</p>	<p>Ongoing</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2 mts cannot be maintained. PPE available at the entrance to each IR room. Room to be well ventilated where possible.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.  <b>KS 2 – staff toilet identified.</b>  <b>KS1/EY – disabled toilet by DD office.</b></p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self -isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p> <p>.</p> <p>The symptomatic student's class should be monitored by staff to ensure no other possible cases arise. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed.</p>	<p>the cleaning requirement).  <b>Contaminated area closed to all staff and pupils until deep clean is done.</b></p> <p>Post contamination cleaning will be dealt with by Bullough's staff but appointed leader in school on that day must isolate the room, make no attempt to clean it and ensure it is not used until it has been cleaned to Bullough's published standards.  <u>COVID-19: Cleaning in health non-healthcare settings</u></p> <p>If the child or adult deteriorates quickly, or they are a serious cause for concern, phone 111 or 999 immediately and state that you are concerned they have a Covid complication.</p> <p>LFT – see separate risk assessment.</p> <p>PHE advised that children who will not allow a test, can seek advice from their doctors who can give a clinical diagnosis of Covid, based on symptoms.</p>	<p>event and appointed leader must inform whether or not Bullough's have been contacted.  (do not assume or leave this to chance)</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Where the staff member or student tests positive for COVID-19, the rest of their class should be sent home and advised to self-isolate for 14 days, more information on confirmed cases actions can be found <a href="#">here</a>. HT to contact PHE for advice.  <b>HT need to inform local covid response, not PHE.</b></p>				
<p>Personal Protective Equipment (PPE)</p>	<p>PPE guidance can be found <a href="#">here</a>.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.  <b>Revision- -school staff advised to wear face coverings when speaking to other adults and a face shield when working with children. School staff allowed to wear it when moving around school.</b>                      Conitnue with above. DD requests that any staff who may choose not to, to inform her.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home. It is essential and expected that staff who do intimate care wears PPE.</p>	<p>All equipment sourced by the trust.</p> <p>Staff advised how to put on and remove PPE  <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p>	<p>Head Teachers and BSM</p>	<p>DD and BSM</p> <p>Ongoing orders of equipment and PPE.</p>	<p>Completed but changes due to new guidance.</p> <p>Adapted and ongoing as and when.</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>This will be in the staff handbook for September 2020.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.</p> <p>See above on staff wearing face masks. KC to audit PPE and order more when needed.</p>				
Cleaning arrangements	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>Staff to clean down items and areas stated above at intervals throughout the day. This applies to taps, door handles, flush and basins in the toilets.</p>	<p>Further guidance on cleaning in non-healthcare settings available</p> <p>Staff must ensure work stations are cleaned down after every use in communal areas.</p>	CEO/HeadTeachers	Ongoing and under review	Ongoing and under review
Premises management	As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover	Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in	CEO/HeadTeachers	June 1 <sup>st</sup>	Completed and ongoing

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Water Hygiene	<p>of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p> <p>Legionella testing has continued throughout partial closure of schools, on both sites. Documents available for inspection.</p>			checks taking place.
Fire Management	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p> <p>Fire plan updated to adhere to social distancing and cross contamination (where possible).</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>• a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>• a full discharge test of the emergency lighting system across the site</li> <li>• a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>• checking that fire escape routes are clear of any obstructions</li> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• checking that automatic fire dampers, smoke venting and smoke extraction systems are</li> </ul>	CEO Head Teachers with advice from site supervisors.	Ongoing review	Ongoing review

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>operational. This has been on going at both schools through partial closure Fire drills to be undertaken during the week commencing September 7th. Any changes to be processes will be undertaken.</p>			
Lifts, lifting devices and other statutory checks.	<p>During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical. In reality, some statutory checks may have expired their 'due-by' date.</p>	<p>Duty holders, must therefore ensure that statutory inspections on :-</p> <ul style="list-style-type: none"> <li>• lifting equipment</li> <li>• pressure systems</li> <li>• fixed electrical systems [ electrical installation condition surveys ]</li> <li>• portable appliance testing</li> <li>• gas appliances, etc</li> </ul> <p>are 'in date' prior to the reoccupation of buildings.</p> <p>Employers must also consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.</p> <p>For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</p>	CEO and lead caretaker to review. However tests have continued throughout closure. Documents available to review	Ongoing	Ongoing
Review behaviour policy	<p>The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.</p> <p><b>Continue to follow Behaviour addendum</b></p>	<p>Behaviour policy remains fit for purpose but schools may write an emergency protocol for use until July 17<sup>th</sup> 2020.</p> <p>See Pentland's Protocol.</p>	CEO head of school		
Individual pupil risk assessments	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> <li>• pupils who need specific care, which</li> </ul>	<p>Risk assessments undertaken for all EHCP pupils and being reviewed from June 1<sup>st</sup> in light of any changes since lockdown commenced.</p> <p><b>Staff to review in light of lockdown and rising</b></p>	CEO/executive SENdCo in consultation with heads Teachers	Initial risk assessment by July 17 <sup>th</sup> so processes can	Ongoing review

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>cannot be delivered whilst ensuring social distancing</p> <ul style="list-style-type: none"> <li>potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.</li> <li>Risk assessments for EHCP will be reviewed in collaboration with teachers and any areas of risk addressed.</li> </ul> <p>Staff to review in light of lockdown and rising numbers</p>	<p>numbers</p> <p>Attendance team contacted to seek advice on anxious parents who want to home school children.</p> <p>Review of Hub 1 RA in line with PHE and Health and safety advice</p>		<p>be in place for September 1<sup>st</sup></p> <p>Continuing – due to needs of children changing</p>	
Home to school transport.	<p>Consider availability and capacity of school transport, including transport for pupils with special needs to meet safe social distancing guidelines.</p> <p>Lis to seek advice from transport on their procedures and any changes following lock down.</p> <p>Lis to seek advice from transport on their procedures and any changes following Tier 4</p>	<p>Further advice and guidance is being sought from school transport. Guidance to be followed wherever practical. (parents may be asked to act as escorts on transport where social distancing allows. To be confirmed)</p> <p>School staff cannot transport pupils in their own vehicles for general school activities and purposes. This can be reviewed in an emergency but only with the permission of the member of staff involved.</p>	CEO/head of school	Continuous, until further guidance is published.	Ongoing
Control of Contractors	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <p>All non-essential works , ie decorating, should be delayed in light of the current situation.</p> <p>Control of contractors documentation should be updated and made available in preparation of the contractor attending site.</p>	<p>Control of contractors documents to be updated.</p> <p>Major works may need to be considered in light of building control advice and guidance.</p>	<p>Site supervisor with heads of school</p> <p>To be reviewed as</p>	<p>June 1<sup>st</sup></p> <p>Timing not yet</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building plans (where available) could be left in an isolated and secure area.</p> <p>Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p> <p>Visiting professionals must present their Covid 19 plans from their employee.</p>	<p>Professionals/agencies allowed in school as long as school procedures followed and they follow their agencies procedures.</p>	<p>appropriate.</p>	<p>known.</p>	
<p>Visitors to school</p>	<p>Visitors should limited within school and only admitted when assessed necessary.</p> <p>Student placements still allowed but they must follow school procedures and follow school RA.</p> <p>All visitors to school must be approved by DD</p>	<p>Educational and Health professionals allowed. Risk assessment based on the added value they have to the child.</p>	<p>Visitors to school</p>	<p>Visitors should limited within school and only admitted when assessed necessary.</p>	
<p>Staffing and staff ratios</p>	<p>DD to monitor staff absences and make decisions based on safeguarding and safety of the children.</p> <p>Class bubbles or groups can be closed if needed due to staffing, but this will be the last resort.</p> <p>In the case of union action, individual bubbles will be closed and reviewed.</p>	<p>Liaise with Directors and CEO on decisions.</p>	<p>DD closed 15 hour bubble due to staffing issues. 18.11.20 – Wed- Fri for two weeks.</p>		

	<b>Name</b>	<b>Date</b>	<b>Comments</b>
1 <sup>st</sup> review by			
Quality assurance check by manager / line manager			

## Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

Risk Assessment template prepared by:

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