



COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (July 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to new guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Personal Protective Equipment (PPE) including face coverings and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

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

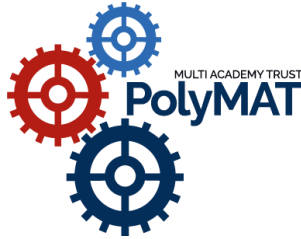
Schools and other education or childcare settings should therefore **not** require staff, children and learners to wear face coverings.

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

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

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

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>



Woolwich Polytechnic
School for Boys



Woolwich Polytechnic
School for Girls

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	Woolwich PolyMAT	Assessment No.	5
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Site		Location	
Subject of Assessment	Re-opening both schools to full use for the Autumn term.		
Assessed by	K. Scott	Date	July 8 2020
		Review date	Ongoing
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected (Who may be harmed)	
		Students, Employees, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> • The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Weekly reminder will go out to parents reminding them of the following: <ul style="list-style-type: none"> • Sick children must remain at home • Notify the school of any illness • Notify the school if someone tests positive in the household • Do not come onto the school site • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information 	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<p>that can be provided to students;</p> <ul style="list-style-type: none"> • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed • Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<p>days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</p> <ul style="list-style-type: none"> • Markings along the ramp to maintain 2 metre distancing. • Pupils will receive sanitising gel before entering the building • SLT would be present enforcing the protocols • Signage at reception reminding visitors not to enter the site if they have COVID symptoms. • Signage on front doors asking for one person to be in reception at a time. • Sanitising dispenser is available in reception, front gates and canteen • Reception station is protected with safety glass screens. • Staff will be reminded to use their badges to register their presence onsite to avoid touching the booking screen. • Restricted pupil movement whilst onsite due to 2 week time table and 6th form independent student off site for periods 1+2 & 5+6 • Staff and Pupils reminded to avoid touching their face ~ Signage • No sharing of resources between bubbles • Classroom furniture arranged with 2 metre gaps between teaching and student desks • Hygiene Packs (Tissues, sanitising gel, antiseptic surface wipes and nappy-sacks) will be available in all classrooms • Parents receive guidance on school timings for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • -the-coronavirus-covid-19-outbreak • External mental health support available • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<p>2. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Start times have been staggered for year groups Parents will be advised: <ul style="list-style-type: none"> not to congregate at the school gate children should avoid using public transport plan cycling/walking routes to school to provide face masks if public transport will be used. Drop-off and collection points and timings for each group have been identified. Parents will be advised to drop their child off at the Town Centre to allow them to continue on foot to school. <p>Entry to the school:</p> <ul style="list-style-type: none"> Students will be met at the designated classroom door / entrance by their Teacher; Parents/Guardians are NOT permitted to enter the school buildings; Students must enter via the designated, signed (specifically for this time) entrance to the building. Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct students how to do this effectively is displayed; Hand washing demonstrations have been provided to students on how to adequately wash their hands. 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • Staggered start times are in place to keep groups apart; • In order to prevent congestion parents and students have been informed of their groups (year group) start time; • The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; • Students will not be permitted to gather with students outside of their group at the start and end of the day. • The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school; • Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home. 	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Exit from school:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Students who are picked up will meet their parents in the town centre to ease congestion on Hutchins road. • Students will be escorted off site in small groups and led to the bus stop. • The bus stop will have staff ensuring that pupils continue to socially distance themselves. • Students must leave via the designated, signed (specifically for this time) exit from the building; • Exit doors are held open, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • Good hand washing signage to instruct students how to do this effectively; • Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; • Finish times have been staggered for each class in order to prevent large numbers of students leaving at the same time. 	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>There will be no large gatherings. Assemblies will be conducted via live streaming along with 2 forms groups per time.</p> <ul style="list-style-type: none"> • Staff will receive teaching guidance from the Learning and Achievement team on lesson delivery whilst distancing • Staff to receive training on dealing with pupils who maybe returning traumatised due to the lock down • Staff to use "Educate and Correct" strategy to remind pupils to: <ul style="list-style-type: none"> ○ Avoid touching faces ○ Avoid touch each other ○ Catch it Bin it Kill it. • Subjects with practical element will adjust autumn curriculum to include risk assessment and to delay the use of practical equipment and/or ensure equipment is used in bubbles only. (DT, Music, Science and Art) • Hygiene Packs available in all classrooms to be used on any entry into room and before dismissal • Issue pupils with antibacterial wipes to clean keyboards etc • Issue pupils with nappy-sacks to dispose of used tissues • Signage will be in rooms to remind pupils hygiene habits • Pupils will sanitise their areas before and at the end of every lesson • Two week time table designed to reduce movement during the school day. • No class room or changing will be re-used by another bubble before cleaning • 6th form independent student will take place off site for period 1+2 and 5+6 	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> • After school clubs are suspended until further notice. • Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and LSA if required (specific needs of class); • LSAs will be assigned so that they work with in a bubble. • Pupils needing extra support to understand the new routines will be identified and supported. • Groups are kept as small and as consistent possible; • Students move class groups for specific subjects but remain in their year group 'bubble' at all times; • Interaction with other year groups is prevented (as far as possible); • Blocks/areas of the school have been designated for specific year groups. Students move between rooms within this block but movement to other blocks is limited as far as is possible i.e. all non-practical subjects are taught in the same year group block/area of the school; • The school has limited student movement between rooms / areas as far as is reasonably practical; • Classrooms have been organised to achieve 2m distances between students and Teachers at all times; • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • Where the above is not possible screens will be installed, for example in some science labs • Seclusion room will be rotated by year group allowing only one year group use at a time. • Students are managed while entering the room to avoid contact with each other of the Teacher; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Individual and very frequently used equipment such as pencils and pens are 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> not shared; • staff and pupils have their own items; • Classroom based resources are only shared within a bubble; • These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use <p>AND/OR</p> <ul style="list-style-type: none"> • Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned; • The school limits the amount of equipment students bring to school to only essentials; • Shared resources can be taken home but this is avoided where unnecessary; • All such resources are cleaned before used by others; • Students and staff use hand sanitiser on entry to the classroom; • Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other year groups; • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units • HoYs offices will be moved to the zone area • Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure. 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<p>5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<ul style="list-style-type: none"> • Plans to replace automatic doors replacing all exit doors. • Separate lunch breaks are designated for each teaching group (bubble/year group). Students will stay in these groups during lunch; • Canteen area cleaned before and after each group’s lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again; • Students and staff lunch seating kept 2m apart; • Students are advised to clean hands before and after eating lunch in the classroom. • School buses to coincide with year group departures maintaining bubbles where is reasonable practical. <p>Moving around the school:</p> <ul style="list-style-type: none"> • One system used to marking to be enforced • Movement to different areas within the school is reduced as much as possible; • External doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Corridors are sterile environments and kept as clear as possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each group to reduce the need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. <p>Break-times / playgrounds:</p>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. • Students are permitted to complete normal playground activities; • Mixing with other groups is not permitted; • Each year group is assigned a specific area of the school to use; • Daily inspection and enhanced cleaning programs are in place for external areas. • Handwashing stations will be made available to students to use before re-entering the building. 	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Hand washing stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing/sanitising stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Pupils with allergies to hygiene chemicals to access toilets to wash hands • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> • Entry and exit from the school; • After using the toilet; • When returning from breaks • On entry to the dining hall; • Before and after eating; 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Nappy-sacks will be made issued to staff and students to put their tissues into the bags. • cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel for drying hands. 	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • Pupils will clean their areas before and after every lesson • New cleaning schedule to coincide with class changes with signing procedures for accountability • More bins will be provided outside • Pedal bins will be at gates for disposal of masks and gloves • Nappy sacks will be used where there are no lids on bin to support hygiene • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. ➤ Increased the cleaning staff used during the school day • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms will be cleaned at lunch breaks and after school; • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned repeatedly during the day; • Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on COVID-19: cleaning un-healthcare settings. The room will be removed from use for 72 hours 	
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; Staff encouraged to avoid departmental work areas and use class rooms where possible. Webcams installed on teaching stations to support virtual learning and virtual meetings All calendared meeting are virtual Protective screens will be installed on staff desks that work in close proximity Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; Employees will be provided with and wear PPE when required in accordance with Government guidance. 	LOW
9.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; 	<ul style="list-style-type: none"> A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19'; School nurse to meet with First aiders in September to provide extra support for COVID 19 management This information forms the decision on what activities and groups can safely be managed within the school; The school has a specific room/area dedicated for suspected cases of COVID-19; 	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<ul style="list-style-type: none"> Inappropriate handling/removal of clinical waste Intimate care procedures. 	<ul style="list-style-type: none"> Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. All building users advised re monitoring their own health, reporting of symptoms and self-isolating Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111/119 or Health Protection Team support, an ambulance or until they leave the site to self-isolate; Parent to meet child at the school gate Parent to keep school informed about the child's illness Staff showing symptoms to get tested First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; First aiders have completed appropriate training for 'donning and doffing' 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<p>PPE;</p> <ul style="list-style-type: none"> • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • Pedal Waste Bins will be in use in first aid rooms • Nappy sacks will be used to support the double bagging • First Aid room re-located to ground floor • First Aid room re-located near toilets for easy accessibility • Toilets will be cleaned immediately after use if used by individual showing symptoms <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; 	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Parents are not permitted to enter the school; In exceptional circumstances that meeting must be held on site this will be done via a booking system to avoid groupings in reception with different parties. Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; The SLT are able to meet via video link parents if face to face meetings are required; For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; Touch screen sign in equipment in Reception to be wiped after use Visitors will only be permitted into the school if they have an appointment; A record of all visitors, including contractors, to site will be kept and maintained; Visitors will only be permitted at their designated time and will be asked to 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<p>wait outside of the school building until their school contact is available;</p> <ul style="list-style-type: none"> • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • They will also receive a summary of the control measures in place and instructions on their role to maintaining safety 	
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet in use signs are in use; • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing. 	LOW
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 	LOW
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • General use of the lifts will be suspended • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	LOW
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> • Safe assembly points for occupants following social distancing requirements; • Safe exit via the nearest available final exit; • Training occupants of any changes to evacuation; • Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> Use of the school has been reduced to enable safe sweeping and evacuation. All other fire system testing and maintenance has continued as normal. 	
16.	<p><u>At Risk Groups</u></p> <ol style="list-style-type: none"> Black Asian and Minority Ethnicities (BAME) ~Staff Staff who were categorised as Extremely clinically vulnerable by the NHS Staff who are anxious about returning to work Staff who suffered any form of trauma due to the lockdown <p>Pupils</p>	<ul style="list-style-type: none"> Provide: <ul style="list-style-type: none"> Option for personalised Risk Assessment Drop-in onsite support with mental health Support with offsite counselling Discussions about the control measures in place Consider adjustment of working conditions and locations where it is reasonable practical to do so. Use SLT and middle to ensure pupils adhere to safety guidelines Through assembly broadcasts pupils will be taught the protocols that must be followed to stay safe onsite Encouraged to use the wash hand stations available Parents issued a guide of what is expected of students whilst onsite. Pastoral team to identify students who need extra support in understanding and engaging with the new control measures. 	LOW
17.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering Manager has reviewed and implemented FSA guidance 	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<p><u>on good hygiene practices in food preparation and PHE guidance</u></p> <ul style="list-style-type: none"> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus Canteen staff have access to designated handwashing facilities 	
18.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. External provisions such as construction, Tump and BMX will be evaluated for safety controls. 	LOW
19.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote 	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	education for all other pupils.	

PLEASE NOTE:

1. All controls are subject to change should government guidance change due to changes to the 'R' rate.
2. Refer to individual action plans from both WPSfGs and WPSfBs for more details.