

Name of person completing the risk assessment:	Richard Clayton, Venturers Trust, HeSLTh and Safety Lead	Date completed:	01.09.2020 Review 30/09/20 Next review date 09/10/20	Review Date:	In line with Government Updates
Description of work area being assessed:	General school areas for staff and students' site-specific template				
Description of task being assessed:	Teaching and Learning				

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Cross contamination between staff and students within the school environment.	Staff Students Visitors Contractors	Infection of COVID-19	<p>Maintain social distancing in accordance with Government guidance.</p> <p>Training of students and staff via power point about expected behaviour. Regular cleaning of the school high touch areas with a disinfectant</p> <p>Wash hands when entering the premises.</p> <p>NASUWT state: <i>"If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public HeSLTh Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening."</i></p>	4	3	12	<p>Marking out of social distancing measures</p> <p>Arrangement of classrooms to accommodate social distancing guidance</p> <p>Ensure that information posters, for example <a href="#">Catch it, Bin it, Kill it</a> are displayed prominently in student and staff areas.</p>	2	4	8	Site Specific Academy SLT	Daily monitoring – Academy Leadership Team

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Cross contamination from external contractors to staff and students	Staff Students Visitors	Cross contamination	<p>Ensure that visitors/contractors etc, are given full information prior to arrival such that their time on site and contact with staff or students is minimised (e.g. contractors arriving out of regular school hours to deliver statutory testing) and that any relevant PPE is provided by themselves or made available by the school. Review their DBS/risk assessments in advance and ensure they are adhered to. Work should be undertaken outside of school hours if possible.</p> <p>Develop back up plans as you must be ready for any supplier/contractor to fail to deliver at short notice as it cannot be predicted when coronavirus (COVID-19) might strike their workplace.</p>				Visitors onsite limited to essential only					Refer to separate RA
Potential transmission of infection as a result of potential inappropriate staffing allocation	Staff Students Visitors	Cross contamination	Rotas are agreed in advance of enaction with less than maximum staff usage ensuring there is adequate staffing supply should a member of rostered staff need to be replaced.	3	3	9	When timetabling, groups should be kept apart and movement around the school site	2	2	4	VS	<p>Daily by SLT</p> <p>Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in</p>

			<p>In the unlikely event that during a school day or just prior to a school day it is apparent that staffing is inadequate for proposed groupings the Principal / Head Teacher will in conjunction with the Chair of Local Governing Body, Executive Team and CEO may <b>consider</b> closure or partial closure.</p> <p>If sites need to be closed this must be agreed by the CEO.</p> <p>School opening or closing will be driven by current Government advice.</p> <p>All staff to have 1:1 meeting with line managers to identify any medical or mental health risks and discuss potential mitigating actions prior to wider opening</p>				kept to a minimum.					<p>the event of leadership team absence.</p> <p>Consider how you will ensure that any peripatetic or agency staff you use, understand the school's new operational circumstances and risk assessments and be suitably supervised in delivering their duties, including having direct access to permanent senior staff for support.</p> <p>Consider drawing up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence</p>
Potential transmission of infection as a result of inadequate cleaning	Staff Students Visitors	Cross contamination	<p>Daily duty cleaner in post and cleaning surfaces throughout day especially high use fixtures and fittings.</p> <p>Additional provision of hand sanitiser and paper towels</p> <p>All bins are contact (lid) free with regular removal daily</p>	3	3	8	<p>Additional cleaning capacity provided by Estates Team</p> <p>Enhanced cleaning regime of toilets</p>	2	3	6		

			<p>Removal of use of staff shower during covid-19 pandemic</p> <p>All staff to minimise bringing belongings on to site</p> <p>Unavoidable items such as coats to be kept on back of chair in personal use. Chair to be cleaned before and after use</p>				<p>Student social bubbles only using identified toilet facilities within their block</p> <p>Each bubble using its own designated room.</p> <p>Staff to use staff toilets in that block.</p>					
Cross contamination during Lunch	Staff Students Visitors Contractors	Infection by COVID-19	<p>Social distancing as per guidelines</p> <p>Washing Hands before lunch in line with gov/NHS guidelines. Posters in toilets.</p> <p>Small groups maintained in social bubbles on allocated tables in large well ventilated and well -spaced atrium</p> <p>Staff and others to only eat within the restaurant/atrium area</p> <p>Hand sanitiser and hand washing facilities available in the restaurant/ atrium and staff supervision to issue regular reminders</p>	4	3	12	<p>Chairs spaced at social distancing guideline</p> <p>Contractors and visitors to have lunch off site</p> <p>Cutlery to be handed out with meal or placed ready on the table.</p> <p>Catch it, bin it, kill it posters around the school.</p>	2	3	6	<p>School SLT for students, staff and visitors</p> <p>Site manager/ caretaker for contractors</p>	Daily

			<p>No payments will be taken</p> <p>Drinking water is provided for those that brought their own bottles</p> <p>All tables and chairs in this area cleaned between use</p> <p>All staff and students to dispose of own rubbish in accordance with govt guidance and staff supervision to issue regular reminders</p> <p>Staff to provide and clean own cutlery and crockery</p>									
Cross contamination in staff social/development areas	Staff and students	Infection by COVID-19	<p>Staff must clean surfaces and equipment after use and before use including water urns. Reminder poster put up in area.</p>	3	3	6	<p>When CPD is delivered, staff must remain in year group bubbles and socially distanced from other year groups. Different locations to be used as appropriate to training being delivered</p>	2	2	4		Daily
Cross contamination through first aid procedures	Qualified first aiders	Infection by COVID-19	<p>Separate first aid risk policy</p> <p>First aid lead to address and train team.</p>	4	4	16		2	3	6		Refer to separate RA

<p>Cross contamination in teaching areas</p>	<p>Staff and Students</p>	<p>Infection by COVID-19</p>	<p>Open windows to allow ventilation. Doors to stay open.</p> <p>HAND WASHING WITH SOAP IS THE FIRST LINE OF DEFENCE</p> <p>Staff to clean own equipment and chair before and after use. Hands to be washed /or sanitised before entering and leaving classrooms and other spaces. Students in social bubbles to be allocated consistent desk area and own equipment and maintained</p> <p>Student work can be checked visually, and feedback given orally. Wherever possible, staff and students should be encouraged to use exclusively their own equipment (pens, pencils etc) as much as possible and avoid sharing resources.</p> <p>Consider limiting resources wherever possible, including lunchboxes.</p> <p>Consider how music can be taught safely according to the guidance.</p> <p>Consider how groups need to be created in order to deliver music safely (max. 15 students for 'singing, chanting, playing wind or brass instruments or shouting' with 'physical</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Practical activities contain far more hazards inherently. They will be even more difficult to deliver with social distancing guidance needing to be adhered to. Consider what is possible, what is practicable and where additional measures such as extra supervision, or expert staff in the room may be necessary.</p> <p>Ensure risk assessments are reviewed regularly and the current version is signed by all relevant staff and distributed to them.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Class Teacher and school SLT</p> <p>Teachers and other staff to allow enough time at lesson ends and beginnings for sanitising procedures.</p> <p>Procedures available on desks to check.</p>	<p>Daily by SLT</p> <p>Please note that the HSE has announced that first aid certificates have been automatically extended by three months, so you have some more leeway if your staff are nearing or have passed the end of their 3-year qualification.</p> <p>If it is not possible to provide this support internally, can you bring other support in from outside provision – e.g. other local Academy in the Trust?</p> <p>Are vulnerable staff (e.g. those with underlying heSLTh conditions or who may be pregnant) suitably supported and catered for?</p> <p>Are staff who live with or look after vulnerable people able to be assisted to work from home?</p>
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			<p>distancing’ measures also in place). Lessons could be outside where possible to assist with this.</p> <p>Consider how sport/P.E. can be taught safely according to the guidance. N.B. contact sports are to be ‘avoided’.</p> <p>Consider how ‘consistent’ groups need to be created in order to deliver sport/P.E. safely.</p> <p>Consider locations of sports/P.E. lessons. The advice states: <i>‘Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.’</i></p>				Consider which other lessons may include singing (common usage in languages, for example) and what precautions will need to be taken.					
Cross contamination – to include visitors	Staff and students	Infection by COVID-19	<p>Visitors to keep to the government social distancing guidelines.</p> <p>Visitors to wash hands on entering the building. Keep visitor passes separate from other items</p>	4	3	12	<p>Do not allow visitors into the premises unless essential.</p> <p>If essential, receptionist to enforce</p>	2	3	6	Academy SLT	Daily

			<p>Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school.</p> <p>Ensure toilets are flushed with the seats down to stop airborne particles causing transmission of infection.</p> <p>Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>				<p>hygiene routines and social distancing</p> <p>Use video conferencing or phone calls as a preferred method of comms</p> <p>Use separate signing in area</p> <p>No parent/carer events during term 1 – to be reviewed within further guidelines</p>					
<p>Cross contamination during access and exit</p> <p>Access and exit from classrooms to other areas</p>	<p>Staff</p> <p>Students</p> <p>Parents</p>	<p>Infection by COVID-19</p>	<p>External markings to identify social distancing. Observe social distancing guidelines on arrival to and departure from school.</p> <p>Staff on front gate duty 30min early - duty from entrance to site. Education of students before arrival when leave home by emailed PowerPoint/FB</p> <p>Fire doors must not be held/propped open unless by an approved fire door hold open device. Fire must still be a major safety consideration.</p>	4	3	12	<p>See government advice for updates</p> <p>The government advice is: <i>"Maintaining distinct groups or 'bubbles' that do not mix makes it</i></p>	3	3	9	<p>Academy SLT to monitor</p>	<p>Daily by SLT</p>



			<p>All other doors to be propped open wherever possible to avoid touching surfaces wherever possible Social distancing guidelines with visual reminders and verbal reminder from staff.</p> <p>Staggered use of corridors, different social bubbles use different access routes</p> <p>All barriers on the playground have been removed to allow more space for children to access in and out of the main building</p> <p>Wherever possible use one-way systems where identified.</p>				<p><i>quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible."</i></p>					
Transmission of or infection with COVID 19 during discovery of a person with COVID 19 symptoms	Staff Students Visitors	Risk of cross contamination and infection	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. DfE guidance states <i>"Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting</i></p>	4	4	16	<p>Refer to First Aid policy in conjunction with this.</p> <p>Affected person to avoid physical contact with any person or surface. All persons to maintain social distance.</p> <p>Symptomatic person to go home immediately.</p>	2	3	5	Academy SLT to monitor	Daily

			<p><i>should be sent home and advised to self-isolate for 14 days."</i></p> <ul style="list-style-type: none"> <li>• How will staff safely travel to site?</li> <li>• How will parents be allowed onto site to drop students off, if at all?</li> <li>• There should be active engagement with <a href="#">NHS Test and Trace</a>.</li> </ul> <p>Provided appropriate PPE should be used by the person supporting the child as they await collection.</p> <p>Area occupied by symptomatic person to be isolated for 72 hours and then deep cleaned before further use.</p>				If symptomatic person is a child to isolate in identified room while carer is called.					
Ineffective emergency evacuation	Staff Students Visitors Contractors	Injury through insufficient staff numbers for evacuation roles	Ensure adequate cover is in place for an emergency evacuation keeping fire evacuation routes always clear and stairways must not be used for storage. Training for staff and students in new routines following social distancing routines.	2	3	6	SLT to designate cover daily	1	3	3	Academy SLT to monitor	As required
Cross contamination from outdoor activities/play time	Staff Students	Infection by COVID-19	Ensure social distancing is observed.  Allocated outdoor space for social bubbles	3	3	9	Ensure hand washing is observed when entering the building	2	3	6	Lunch time staff or teaching staff	Daily

			<p>Staff mailed advice via power point. Students to be informed before the first lesson.</p> <p>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>				<p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults. Again, we recognise this is not likely to be possible with younger children and teacher.</p>					
Assemblies	Staff and students	Assemblies	<p>Deliver assemblies to all students, detailing what the school is doing to prevent the spread of infection. This will be particularly important if any level of infection either occurs or is rumoured to have done so. Information about any changes in the school day, policies or layout should be given in these assemblies. Assemblies must be held according to government guidelines on social distancing.</p>	3	3	9	<p>Assemblies should be very small groups to avoid mass gatherings. Assemblies are delivered in class</p>	2	3	6	Academy SLT	Daily

Deliveries	Staff and Students	Infection from delivery driver or contaminated goods	<p>Avoid signing for deliveries when possible.</p> <p>Deliveries to be offloaded outside and brought into the school by the caretaker</p> <p>Observe social distancing.</p>	4	3	12	<p>Wash hands after the delivery has been received and is in the building.</p> <p>Use dedicated delivery areas.</p> <p>Clean equipment and deliveries where possible</p> <p>Only driver to offload from vehicle.</p>	2	3	6	Academy SLT to monitor	Daily
Lifts	Staff and Students	Infection by COVID-19	<p>Observe social distancing</p> <p>Restrict the use of lifts.</p>	4	3	12	<p>Avoid lifts wherever possible.</p> <p>Only one person to use the lift at any time</p>	2	3	6	School SLT	Daily
Travelling to and from school	Students and Staff	Infection by COVID-19	<p>Avoid using public transport unless necessary and follow government guidelines if public transport needs to be used</p> <p>Reinstate staff ability to use bike racks by agreeing with build team to release from the fenced area to encourage cycling to school</p> <p>Builders staff to be redirected out of staff car parks in order to</p>	5	3	15	<p>Leave a parking space between cars if possible.</p> <p>Where this is not possible, observe social distancing when exiting your vehicle</p>	2	3	6	All staff	<p>Daily by SLT</p> <p>Ensure that travel arrangements for students who rely on school buses and public transport is available and suitable.</p> <p>Is the use of public transport kept to a minimum? If provided by the school, ensure that the prevailing</p>

		<p>facilitate staff using cars instead of public transport</p> <p>Dispose of any face masks before entering the school.</p>				<p>and walking to the premises.</p>				<p>travel guidance is strictly adhered to.</p> <p>Set out, communicate and police a policy for parents/carers/others 'hanging around' in the playground, at the school gates or outside at the start and end of day.</p>
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**PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN RE-OPENING YOUR ACADEMY IN SEPTEMBER 2020**

**General Advice**

List of all general Coronavirus (COVID-19) guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

DfE Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Reopening of Schools in September 2020 guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

DfE advice for safe working in Education Settings, including PPE:: <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>

DfE Social Distancing in Education settings guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

DfE Primary-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

DfE Second-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

DfE Scientific Advice regarding COVID-19: <https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>

DfE Cleaning Advice for Non-HeSLThcare Settings for COVID-19: [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-heSLThcare-settings?utm\\_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-heSLThcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

**HSE Advice**

List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

**Plus HSE documents:** <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

**ACAS Advice**

ACAS Mental HeSLTh at Work During Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-heSLTh-workplace>

**FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.**

**Please Also Note**

All risk assessments should be approved and signed by the Academy Leadership Team and Chair of Local Governing Body.

All risk assessments will also be quality assured by the VT Executive Leadership Team

### Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

### Action level table

	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed

