

Schools Risk Assessment

School	THE MORTIMER FEDERATION OF ST. JOHN'S AND ST MARY'S					
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings					
List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Additional actions required	Action by Whom?	Action by when?	Date complete
Capacity of the school building to accommodate children required	Staff, pupils visitors to site	<ul style="list-style-type: none"> Cohort sizes must not exceed class sizes Classes are segregated from each other to reduce social interaction Play areas are set for each class and rotated weekly Facilities are allocated for sole use of each class 	<ul style="list-style-type: none"> Classes will be together at all times Avoid contact between classes Staggered start and stagger end times FS in at side gate out at front big gate 8.50am Rabbit 3.00pm pick up double front gates. Butterfly 3.10pm pick up at double front gates Y1 in at side gate out at side gate 8.45am. Badger pick up 3.00pm at side gate. Deer pick up 3.10pm at side gate. Y2 Hedgehog in at side gate out at small front gate 8.40am. Pick up at 3.05pm single front gate. Y2 Fox in at side gate out at side gate 8.50am. Pick up at 3.10pm side gate. Y3 in at black gates, out at black gates 8.50am. Saturn front black gates at 3.20pm. Jupiter front black gates at 3.25pm. Y4 in at side gate 8.55am. 	SLT & Office Staff	1/9/20	14/9/20

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
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			<p>Venus side gate at 3.20pm. Mercury at side gate at 3.25pm.</p> <ul style="list-style-type: none"> • Y5 in at side gate, out at side gate 8.45am. Mars out at side gate at 3.20pm. Neptune out at side gate at 3.30pm. • Y6 in at black gates, out at black gates 8.45am. Gemini and Orion out at front black gates at 3.30pm. • Staff can move between settings and classes but must ensure social distance, where possible. • Rotas are provided for playtimes • Remove all unnecessary resources • Grab bags will be provided for the first half term. Lunches to be eaten in classrooms. Class teachers need to ensure that everything has been put away and tables wiped down before lunch is served. Lunchtime staff to ensure desks are wiped down after lunch has finished. Children are allowed to bring in their own packed lunches. HANDS TO BE WASHED BEFORE AND AFTER LUNCH • As children line up to wash their hands staff can squirt soap (slightly diluted) so they can start rubbing the soap in and can then rinse at the sink. This increases the contact time with the soap and reduces the 			
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			<p>overall time it will take to get everyone through the process.</p> <ul style="list-style-type: none"> • The children will have 30 minutes to eat their lunch in the classroom. After 30 minutes, they will need to stop eating and go outside. Children cannot go outside early as there will be no adult to supervise. A playground zone rota has been drawn up and sent to all staff. • With regard to adults lunchtimes – we will need to use other areas (staff room is not big enough for everyone with the social distancing rules). Please use outside, staffroom, PPA area, library. • Maximum number of staff within the staffroom at MSJ is 8, maximum number of staff in staffroom at MSM is 10. • Remove unnecessary furniture • Cleaning to take place at the start and end of each day and at lunchtimes. Office staff to clean the staff room and library at the beginning of each day. If you are within an intervention room it is your work space, this will need to be cleaned before and after use. Lunchtime staff to clean communal areas at lunchtimes (locker fronts, door handles, toilet door fronts, taps etc). A schedule is being 			
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			<p>prepared.</p> <ul style="list-style-type: none"> • Using the outside environment where possible • Ensuring ventilation, where possible. Do not allow the temperature to drop below 18 degrees within the classrooms. Time may be given to staff and children to go outside to walk/run around and then come back into the classroom and it will feel warmer. • Marked out distancing for children in corridors • No gatherings of more than one group • Music lessons – no more than 15 children within singing groups (back to back or side by side). Outside where possible or well ventilated. • PE – this must be cleaned between each group. Outdoor sports should be prioritised where possible. • Avoid gymnastics during the first half term. • Children must wash their hands before and after PE. <p>MSJ</p> <ul style="list-style-type: none"> • No parent on school site without a pre-arranged appointment • In (side gate, marked waiting points) and out (front gate) system 			
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			<p>MSM</p> <ul style="list-style-type: none"> No parent on school site without a pre-arranged appointment In and out – see above Car park blocked due to pupil access 			
Maintaining adequate Staffing	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> Authorisation onto the school site will be by the Headteacher. All staff medical needs to be discussed with the Head teacher prior to them entering the school. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place. Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.- There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases. Lone working should be avoided. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> No physical contact. Maintain social distance wherever possible No close contact activities. 	<ul style="list-style-type: none"> Staff risk assessments updated, if necessary or removed if no longer required. Staff with additional needs should not look after a suspected case and must maintain social distancing. All staff medical needs discussed with HT and appropriate actions action to support those needs PPE kit extended to include face masks All staff issued with face shield, voluntary use of Staff working with same group of individuals with possible All staff requested to social distance, where possible If staff are travelling together, eg courses, home visits etc, a face mask needs to be worn. These can be obtained from the school offices. 	SLT & Office Staff	1/9/20	2/9/20

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Supporting Vulnerable Children	Children	<ul style="list-style-type: none"> • Complete SEND documentation including risk assessments, attendance records etc and send to ehcpreasonableendeavours@westberks.gov.uk • Refer to individual children's risk assessments, update, circulate • Refer to individual children's therapeutic plans, update and circulate • Maintain registers of work completed for all pupils • Maintain contact and records for identified vulnerable pupils and their families • Liaise with external professionals and attend relevant meetings • Continue with ELSA sessions where appropriate • Complete government attendance data and own school records • Social stories for identified pupils 	<ul style="list-style-type: none"> • Update behaviour policy to include "unsafe" behaviours • Therapeutic Training for Heads of School to take place during July. • An individual risk assessment • Schools are not classed as covid positive environments. For children that maybe at higher risk, emphasis will be focused around social distancing. • Child Protection Policy to be updated. 	SLT	Ongoing	September 2020

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		<ul style="list-style-type: none"> • Sign post parents to support materials via parent communication • Governor approval of new CP Policy appendix • Liaise with parents re. medically vulnerable pupils 				
Access to and egress from site		<p>Everyone must on entering site must wash either hands or use appropriate hand sanitiser.</p> <ul style="list-style-type: none"> • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Require all persons to wash or sanitise their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. • Try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day. 	<ul style="list-style-type: none"> • No parents on school site, communicate via different methods • One parent only on drop off/pick up • One way system on/off school sites • Clean hands after using key code entry system • All staff and children to follow government hand washing guidance for schools • Stagger start time/end times • Marked outing queueing for parents • No gathering at the school gates • Regular cleaning of surfaces in the school. All work areas given “cleaning pack” • Avoid hot desking where possible, cleaning pack must be used • To support distressed children staff (wash hands/hand sanitiser) take the child by the hand and lead them in. • It is not be acceptable to take a child from their parent’s arms. • If a child will not go in then the parent will have to take the child home 	All Staff	Ongoing	Ongoing
Classroom usage		Where possible Staff are to maintain a safe distance between each other (2 metres). Children are encouraged to do the same.	<ul style="list-style-type: none"> • Classes only in each room • Individuals social distancing in 	All Staff	Ongoing	Ongoing

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	<ul style="list-style-type: none"> Limit the number of persons in each room/area to follow social distancing guidance. All persons are to wash their hands prior to or upon entering classrooms. Cohorts not to mix with each other during teaching time Classrooms to be kept very well ventilated. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry to school. Use alcohol-based hand sanitiser where hand washing facilities are not available. Establish a routine for hand washing. Display PHE handwashing posters around school Wash hands if face is touched. All hand contact surfaces to be cleaned throughout the day (start and end of sessions – by session staff); between sessions by lunchtime staff; end of school day by contract cleaners Only use cleaning products supplied by the school. <p>Equipment:</p> <ul style="list-style-type: none"> Ensure all equipment used is cleaned daily or between uses by separate cohorts. <p>Activities and resources</p> <ul style="list-style-type: none"> Resources should be cleaned after use (including computers) and between separate cohorts <p>Personal care for pupils</p>	<p>teaching spaces</p> <ul style="list-style-type: none"> Outside used as much as possible Spaces well ventilated Follow government handwashing guidance Provide alcohol-based hand sanitiser in teaching spaces (stored safely) Updated PPE protection for first aid/intimate care Updated PPE protection for child that is distressed displaying coronavirus symptoms Reduce class resources (place in storage) Extend use of scaffolding packs, so children use own resources where possible 			
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		<ul style="list-style-type: none"> Where personal care routinely already involves PPE then this should continue to be the case, no additional measures are required 				
Use of outdoor areas and play equipment	Staff, pupils	<ul style="list-style-type: none"> Outdoor equipment to be cleaned between uses by separate cohorts. Access to outdoor equipment that cannot be cleaned to be restricted. 	<ul style="list-style-type: none"> A rota has been drawn up for use of play equipment. Each class has been given one area per week. Equipment to be wiped down by classroom staff on Friday. 	Office Staff	1/9/20	September 2020
Access to staff toilets, rest rooms and changing facilities	Staff	<p>Staff to follow social distancing guidance where possible.</p> <ul style="list-style-type: none"> Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins 	<ul style="list-style-type: none"> Use bin liners in all bins Cleaning before session/end of sessions and between sessions Stagger start times 	All Staff	Ongoing	Ongoing
School meals	Staff, pupils	<p>Food and drink should only be consumed in areas that are suitable and can be easily cleaned (at tables in classrooms in specific pods)</p> <ul style="list-style-type: none"> Break times to be in class zones, as per playground rota (to be sent under separate cover) Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. Food displays should be protected against 	<ul style="list-style-type: none"> If persons leave the school site, wash hands upon re-entry Children to bring own water bottles Dolce to provide grab bags. These are to be eaten within the classrooms. 	Office Staff	Ongoing	Ongoing

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		<p>contamination by coughing, sneezing, etc.</p> <ul style="list-style-type: none"> All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. Payments should be taken by contactless methods wherever possible. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Tables and chairs should be cleaned before, between and after use. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles, vending machines and payment devices. 				
Wrap around care	Staff, pupils visitors to site	<ul style="list-style-type: none"> Extra care taken with food hygiene, pupils are not to share food or use communal utensils/equipment to prepare their own. Numbers will be dependent on ability to social distance and cohort groups should not exceed 30 Measures taken should align with those taken during the school day 	<ul style="list-style-type: none"> School information and new procedures shared with The Oaks After school clubs will be reviewed after half term. 	N/A		
Suspected cases of Covid 19	Staff, pupils visitors to site	<p>If a person displays symptoms – A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Move pupil to a separate room and contact parents for immediate collection. If a staff 	<ul style="list-style-type: none"> First aid for a person demonstrating symptoms, first aider should use PPE including a mask &/or shield – information has been emailed on 4/6/20 with 	Headteacher/SLT/Office Staff	Ongoing	Ongoing

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		<p>member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.</p> <ul style="list-style-type: none"> • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • Staff to talk to parents to get them to get a test. • If parents cannot get a test, school can provide one. <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p> <p>The Mortimer Federation of St. John's and St. Mary's will be participating in the track and trace system, if necessary.</p>	<p>links to government guidance on the use of PPE equipment and instructions via youtube clip on how to use.</p> <ul style="list-style-type: none"> • Staff maintain social distancing • Persons presenting with symptoms are sent home • Isolating the person, where appropriate (in school libraries) • Update First Aid Policy – A separate Covid-19 First Aid Policy has been created and agreed by the Buildings and Grounds Committee 26/6/20. • Any suspected cases are reported through to the Local Authority on a daily basis. Action cards have been provided by the Local Authority and are held centrally within the School Offices. • School to request sight of the child's test results. • If you feel you have additional needs, please can you ensure you maintain social distancing rules and if a child shows symptoms please ensure you are not the one to look after them, but request for a colleague to do so. 			
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		10 x testing kits have been provided to schools. These tests are only to be offered in exceptional circumstances. This may include, but not be limited to, no transport or a parental disability, continuity business plan for the school.				
Cleaning	Staff, pupils visitors to site	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be regularly checked and replaced • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins 	<ul style="list-style-type: none"> • Additional cleaning undertaken by Minster where necessary • Cleaning products provided for all work spaces • Staff protocol includes where to clean • Cleaning required at the beginning and end of all teaching sessions • Lunchtime staff undertaking an additional clean during lunchbreak • New COSHH documents completed • MSJ historically uses bleach by contractors • MSM cleaning company now using bleach • HOS to regularly check cleaning levels • SBM to regularly check replacement of resources/cleaning products etc • A cleaning protocol has been emailed to all staff on 4/6/20 and again on 1/9/20 	Office Staff/All Staff	Ongoing	Ongoing
First aid provision	Staff, pupils	It is accepted that social distancing cannot be maintained during the delivery of first aid, but	<ul style="list-style-type: none"> • First aid PPE equipment of gloves/aprons to be 	All Staff	Ongoing	Ongoing

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	visitors to site	physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion	supplemented with masks (staff were emailed on 4 th June 2020 with a link regarding government guidance on how to use PPE equipment). <ul style="list-style-type: none"> All staff provided with optional face shield 			
Fire	Staff, pupils visitors to site	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups. In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	<ul style="list-style-type: none"> Children to practice fire drill with social distancing MSM & MSJ (MSJ carried out 12th June 2020/MSM 2nd July 2020 carried out). A further practice will be required this term at both schools. Children to practice a lock down MSM & MSJ 	SLT/Office Staff	Ongoing	Ongoing
School travel arrangements		See separate risk assessment and policy				
Deliveries and waste collection	Staff, pupils visitors to site	<ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste to bags and containers - to be kept closed. If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). 		Office Staff	Ongoing	Ongoing
Visitors to site	Staff, pupils visitors to site	<ul style="list-style-type: none"> No non-essential visitors are allowed onto the school site. All visits to site are by appointment only All visitors to be made aware of site rules 	<ul style="list-style-type: none"> No parents on school site Create a visitor protocol Visitors to be asked to wear a face mask/face shield (this can be 	Office Staff	Ongoing	Ongoing 23/9/20 23/9/20

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		<ul style="list-style-type: none"> Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. To ensure if there are any Covid cases within the school settings, we will take the advice of test and trace and public health and contact regular visitors, eg PPA staff, specialist teachers, contractors. Ensure external coaches are given clear indications with regard to social distancing. 	<p>provided by the school office, if required)</p> <ul style="list-style-type: none"> NHS QR Code is displayed within reception. Ensure all visitors sign into the school premises. 			
Contractors	Staff, pupils visitors to site	<ul style="list-style-type: none"> Contractors carrying out necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 	<ul style="list-style-type: none"> Contractor protocol created Ensure site contractor induction is completed at a social distance (check sheet) Contractors to be asked to wear a face mask/face shield (this can be provided by the school office, if required) 	Office Staff	23/9/20	23/9/20
Weather	Staff, pupils	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. 	<ul style="list-style-type: none"> Parents to be reminded to provide warm clothing, as 	All Staff	Ongoing	Ongoing

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		<ul style="list-style-type: none"> Facilities are provided to shelter from the elements. 	children will be outside as much as possible.			
Lack of awareness	Staff, pupils visitors to site	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<ul style="list-style-type: none"> Signage and posters used around the site Additional staff meetings when necessary 	Office Staff	22/5/20	Ongoing
Hand sanitiser	Staff, pupils visitors to site	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer’s instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 		All Staff	Ongoing	Ongoing

Risk assessment completed by	Nicola Sumner	Signature	
Risk assessment sponsored by	Lorraine Read	Signature	
Date assessment completed	22/5/20. Updated 5/6/20. Updated 12/6/20 Updated 29/6/20 Updated 1/9/2020 Updated 15/9/2020 Updated 25/9/20 Updated 19 th October 2020		

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Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>
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Review Date	Assessor	Signature	Sponsor	Signature

Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

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