

COVID 19 Risk Assessment – September 2020



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| School: | Windmill Hill Primary |
| Assessor: | Paula Newman and Ian Lomas |
| Date: | 20.07.20 |
| Review Date: | August 2020 |

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

| Entering and leaving school/rooms/areas | Yes / No / N/A | Systems in place / proposed to manage risk. |
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| Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Email sent to parents 17.07.20 |
| Has a deep clean taken place over the summer on site before reopening? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Plans in place |
| Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? Is the use of public transport discouraged where possible? | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | |
| Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings? Have specified entrances/exits been allocated to specific groups? Are floor markings visible to reduce any possible queuing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Staggered start times are not needed. Every bubble has its own entrance/exit and these are well spread out around the school building. Staggered start times would not work with siblings. |
| Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Enter the school grounds at the front gate, exit the grounds across the school field and out of the big |

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| | | gates. Effective one way system in place. |
| Are the entrances/exits monitored when in use to politely remind persons of effective social distancing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | SLT monitor at the beginning and end of each day. |
| Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Movement around the school is restricted. Eg, lunches in classrooms. All people to walk on the left. |
| Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Screen in reception area. |
| Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | The reception area is well spaced. |
| For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR? If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place? If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use? | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | Touch screens are not present. |
| Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments. | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Telephone/email encouraged. Large community room available if a meeting is required. |
| Are foyer areas marked for social distancing and displaying relevant signage/posters? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In place since re-opening. |
| Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Plenty in stock. |
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| <p>Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?</p> <p>Has it been clearly communicated?</p> <p>Is handwashing immediately instructed after removing the face covering?</p> <p>Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Signage available in school. Process emailed to parents. Children will be shown by teaching staff in September.</p> <p>Pedal bins available in corridors and classrooms are emptied regularly.</p> |
| <p>Are procedures in place to allow emergency contractors to access the site safely?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Report to site manager on arrival.</p> |
| <p>Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>This is already in place since re-opening and working well.</p> |
| <p>Are staff advised to delay departure from school to avoid congestion with parents/pupils?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Staff asked to monitor the situation and react accordingly.</p> |
| Hygiene/Social Distancing | | |
| <p>Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'?</p> <p>Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children and children with complex needs has this been actioned by age-appropriate methods such as stories and games?</p> <p>To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Yes, New policy is available on the website.</p> <p>All classes have less than 30 pupils. Each class its own teacher, TA and lunchtime assistant.</p> |

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| <p>Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?</p> | | |
| <p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p> <p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> <p>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>Pedal bins in good supply. Pupils are constantly reminded about good hygiene skills.</p> <p>Complex needs have 1:1 support.</p> |
| <p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p>Are desks placed at a distance side by side and not face to face?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>Classroom risk assessments have been updated. Desks are placed side by side.</p> |
| <p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>All fabric seating, cushions, etc. have been removed</p> |
| <p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions?</p> <p>Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>All space utilised well.</p> |
| <p>Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>Community room used as a staffroom.</p> |

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| Has use of the staff rooms been minimised whilst still allowing for reasonable breaks? | | |
| Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Lessons revised regularly. |
| To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Each class has its own toilet and cleaned regularly throughout the day. |
| Are there cleaning schedules in place for all I.T. equipment before and after use? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Is there a facility to have a standby/all day cleaner? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| If I.T. suites are in use are appropriate cleaning measures in place? | | |

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| Are tablets, iPads cleaned before and after use? | | |
| Have non washable toys/items been removed? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Will children be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Lunches in a carrier bag. When taking part in PE, pupils come into school wearing the correct PE kit. |
| Have children been allocated their own personal desk? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items? Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All on order for increased amount in September. |
| Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | They are constantly reminded. |
| Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air? Are air conditioning systems set to bring in fresh air and not just to circulate inner room air? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Enough ventilation through windows. |
| Are lunch times staggered? | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | Food will be eaten in the classrooms and playground usage will be staggered. |
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| Have classrooms been considered for use as dining areas to limit movement around school? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Already arranged with food supplier. |
| Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area? | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | Food brought to the classrooms by TAs and lunchtime assistants. |
| Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing? Is walking in single file encouraged? Consider one way systems, walking on the left where possible? Can corridors be divided? (not always feasible) Can lesson changes over times be staggered? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools If not appropriate cleaning regimes should be implemented. | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools If not appropriate cleaning regimes should be implemented. | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | |
| Are extra cleaning procedures in place for dining hall furniture before and after use? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | When used for other lessons as they are not used for dinner. |
| Are dining room chairs spaced appropriately? | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | |
| Are pupils instructed not to share food i.e. children bringing in their own? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
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| Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc? Have heavy use 'hot spots' been identified that may require extra servicing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All desks cleaned after lunch. |
| Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are break times staggered to allow less children on playgrounds/areas? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are different class group's kept apart and encouraged no to mix? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible ? Where outdoor play equipment is in use is it more frequently cleaned? During PE classes are children kept in consistent groups? Is outdoor PE prioritised and if not are large indoor spaces used? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Two adults for younger pupils at lunch time. |
| Will movement in general be reduced around the school/early year's settings for staff and pupils? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
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| <p>Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?</p> <p>Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Letter available for any visitors.</p> |
| <p>Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p> <p>Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?</p> <p>Have staff been instructed on how to correctly wear PPE i.e. donning and doffing (see schools H & S website for training resources)?</p> <p>Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Are arrangements in place to have the separation areas thoroughly cleaned after use?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

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| Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms? | | |
| Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are there sufficient handwashing stations in preparation for the increase in pupil numbers? Does the school hold sufficient stocks of handwashing materials? If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
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| Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are pupils encouraged to wash hands before and after breaks/lunches? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system? Are toilets cleaned regularly? Are bins emptied regularly? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Toilets are allocated to different classes. |
| Are pupil handwashing areas supervised? Is hand sanitiser required? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have shared water fountains been taken out of use? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are staff / pupils advised to cover any cuts or wounds? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Any other hazards? | | |

| Fire/ Emergency Incidents and Building Issues | Yes / No / N/A | If No, describe issue |
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| Has the full site fire risk assessment been reviewed? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have fire evacuation plans been reviewed to reflect any areas change of use? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible ? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are incident controllers/fire marshals aware of new procedures? | | |

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| Have Bomb/Lockdown plans been reviewed to reflect any areas change of use? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible ? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Do the reviewed plans reflect and allow for effective social distancing where possible ? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have extra muster points been allocated to allow for social distancing where possible ? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have Business Continuity/Recovery plans been reviewed to reflect any changes? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Any other hazards? | | |

| General | Yes / No / N/A | If No, describe issue |
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| Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Have environmental risk assessments been reviewed?</p> <p>Have they been communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have vulnerable staff been identified who will require a specific personal risk assessment? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | There are 2 vulnerable people: |

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| <p>Have appropriate control measures been implemented?</p> <p>Is a risk assessment action plan in place and regularly reviewed?</p> | | <p>One person can work alone in her office.</p> <p>The other person works after school when there are limited people in school. Full PPE is provided.</p> |
| <p>Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?</p> <p>Has your staff handbook/induction process been reviewed to reflect the current situation?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Are there sufficient first aiders on site?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>In the event of first aid being required and social distancing not possible is there correct PPE provision?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |

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| If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for. | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alterative roles on school site? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Flexible hours |
| Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| For schools who use volunteers for support roles, is mixing in groups kept to a minimum? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

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| Are they instructed to socially distance? | | |
| Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Letters/parcels are left in the front porch. |
| Any other hazards? | | |

| Test, Trace, Isolate and Local Outbreaks | Yes / No / N/A | If No, describe issue |
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| <p>To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?</p> <p>Are these groups considered when pupils are using dedicated school transport?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | The pupils stay in the same year group with the same adults where possible. |

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| <p>Are records of groups and group interaction retained for 21 days or more?</p> | | |
| <p>Are records kept of all visitors/contractors to site and retained for 21 days or more?</p> <p>Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?</p> <p>Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?</p> <p>Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?</p> <p>If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?</p> <p>All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?</p> | <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> | |
| <p>Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |

| | | |
|---|---|--|
| <p>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</p> <p>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</p> | | |
| <p>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>For individuals or groups of self-isolating pupils are there remote education plans in place?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Has the contents of this risk assessment been shared with your staff?</p> <p>Have they been involved in the preparation process?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

Please transfer any negative answers onto the below Proforma to create your action plan

Risk Assessment Proforma

| School: Windmill Hill Primary School | | | Assessment Date:20.06.20 | | | |
|--|-------------|--|--------------------------|--|----------|-----------------|
| Assessor: PN/IL | | | Review Date: August 2020 | | | |
| HAZARDS | NO. AT RISK | EXISTING CONTROLS | RISK LEVEL | ACTION REQUIRED | DATE DUE | SIGNED OFF/DATE |
| Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms? | All | I have been advised by LA that Public Health will be distributing these in the near future ready for September | High | Await response/delivery from Public Health | ASAP | |
| | | | | | | |
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Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

| Score | Rating | Actions Required |
|-----------------|---------------|--|
| 1 | Insignificant | No action required and no records needed |
| 2 – 3 | Low | No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained. |
| 4 | Medium | Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible. |
| 6 | Medium | Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken. |
| 6 – If Fatality | High | Work should not be started or continued. |
| 9 | High | Work should not be started or continued. |

| | | | | |
|-------------------|---------------------|--------------------|---------------------------|---------------------|
| | | Consequence | | |
| | | Minor (1) | Serious Injury (2) | Fatality (3) |
| Likelihood | Unlikely (1) | 1 | 2 | 3 |
| | Possible (2) | 2 | 4 | 6 |
| | Probable (3) | 3 | 6 | 9 |

| | |
|--|---------------|
| | Low |
| | Medium |
| | High |

Version control and Change History

| Version Control | Date Released | Date Effective | Amendment | Officer |
|-----------------|---------------|----------------|------------------|---------|
| 1 | July 2020 | July 2020 | Document created | LPR |
| | | | | |
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