

COVID 19 Risk Assessment – January 2022 onwards



School:	St. Chad's High School
Assessor:	SLT
Date:	January 2022
Review Date:	Ongoing

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

Internal:

Entering and leaving school	Yes / No / N/A	Systems in place / proposed to manage risk.
Does effective liaison take place with bus companies/transport providers to ensure wearing of face coverings meets current guidance, and updated accordingly when required?	x <input type="checkbox"/> <input type="checkbox"/>	Guidance can be obtained from the Government website, link available on school website.
Is the use of public transport discouraged where possible?	x <input type="checkbox"/> <input type="checkbox"/>	Guidance can be obtained from the Government website, link available on school website.
Have 'sneeze screens' been left in place in relevant areas i.e. receptions, foyers etc to protect staff?	x <input type="checkbox"/> <input type="checkbox"/>	Main Reception, ICT rooms.
For signing in/out at receptions are touch screens/digital systems still being regularly cleaned?	<input type="checkbox"/> <input type="checkbox"/> x	Touch screens are not in use on this site. All Staff are issued and in receipt of their own ID badges and lanyards, which are used to swipe in.
If pupils use biometric registration, is this being regularly cleaned i.e. secondary schools? Is the use of hand sanitiser before use still encouraged?	x <input type="checkbox"/> <input type="checkbox"/>	Hand Sanitisers are available in the dining areas. Mid-Days will clean re-valve machines regularly during break and lunch times. Catering Staff will clean finger print pads regularly during break and lunch.
Are parents/carers who are accessing reception areas to office staff to action any queries still being offered an appointment system or telephone appointments?	x <input type="checkbox"/> <input type="checkbox"/>	Appointment system to be used and suitable areas for meetings to take place. Parent/Carers will still be

		encouraged to contact by telephone, video calling etc.
Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors/pupils who still wish to use it?	x <input type="checkbox"/> <input type="checkbox"/>	
Has ever changing guidance been clearly communicated to staff, parents, pupils and visitors (ongoing)?	x <input type="checkbox"/> <input type="checkbox"/>	Information communicated to staff and parents/guardians via Headteacher's letter, bulletins etc. and RA is available on RMStaff Drive and school website.
Hygiene		
Has guidance been cascaded to pupils and parents on the importance of wearing face coverings in areas designated within current guidance and when using public and school transport?	x <input type="checkbox"/> <input type="checkbox"/>	Headteacher's letters and weekly bulletins
Are face coverings worn as per government guidance as and when appropriate?	x <input type="checkbox"/> <input type="checkbox"/>	<p>Government advice from the 4th January recommends face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. Pupils must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. It is not an expectation for teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although we are sensitive to the needs of individual teachers.</p> <p>Face Masks are to be worn in all communal areas by staff, pupils and visitors</p> <p>A supply of face coverings are available for each classroom on request.</p> <p>Staff to communicate processes to pupils.</p>

		Disposal bins, clearly labelled, are in place around the school.
Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?	x <input type="checkbox"/> <input type="checkbox"/>	Classrooms are provided with a bin and a supply of tissues, signage displayed, catch it, bin it, kill it.
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?	x <input type="checkbox"/> <input type="checkbox"/>	Government posters displayed in pupil and staff toilets of guidance on hand washing. Adopted HBC Guidelines for policy purposes, available on RMStaff Drive.
Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?	<input type="checkbox"/> <input type="checkbox"/> x	We do not currently have any pupils with complex needs.
Has a review of classroom risk assessments taken place i.e. consider is hand sanitiser required, cleaning regimes, ventilation etc in line with current guidance?	x <input type="checkbox"/> <input type="checkbox"/>	This year Classroom RA's have been completed by the site team. Available on RMStaff Drive under Health & Safety.
Are staff and pupils encouraged not to touch hair, faces and continue with regular handwashing?	x <input type="checkbox"/> <input type="checkbox"/>	Signage displayed around school and message to be reinforced by staff.
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?	x <input type="checkbox"/> <input type="checkbox"/>	Site staff manage this process. Site staff are aware of the guidelines of double bagging and storage of suspected items before normal disposal. Staff aware and supplied with appropriate PPE e.g. Gloves, masks and eye protection. Holding area identified for this use
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	x <input type="checkbox"/> <input type="checkbox"/>	Cleaner is on site throughout the day.
Are there cleaning schedules in place for all I.T. equipment before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	Wipes are provided in each IT classroom for pupils to wipe down keyboards, mice and equipment at the start of each lesson. All equipment is wiped down at the end of each day .
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	x <input type="checkbox"/> <input type="checkbox"/>	Each cleaner has a separate designated area for their own supply of cleaning materials and equipment.

Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?	x <input type="checkbox"/> <input type="checkbox"/>	Records kept by Senior Premises Manager
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	x <input type="checkbox"/> <input type="checkbox"/>	Staff have appropriate PPE, equipment and guidance and participated in an information session delivered by HBC Site Services on the correct procedures during the COVID19 outbreak. Companies to be used as back up if required subject to the appropriate checks.
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	x <input type="checkbox"/> <input type="checkbox"/>	Wipes are provided for IT classrooms for pupils to wipe down keyboards, mice, chair and equipment at the beginning of each lesson. Also cleaned at the end of every day by the cleaning team. Hand washing/sanitising to be done before and after use. Used cleaning items to be appropriately disposed of.
If I.T. suites are in use are appropriate cleaning measures in place?	x <input type="checkbox"/> <input type="checkbox"/>	Wipes are provided for IT classrooms for pupils to wipe down keyboards, mice, chair and equipment at the beginning of each lesson. Also cleaned at the end of every day by the cleaning team. Hand washing/sanitising to be done before and after use. Used cleaning items to be appropriately disposed of.
Are tablets, IPads cleaned before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	Using the method above
Have non washable toys/items been removed?	<input type="checkbox"/> <input type="checkbox"/> x	
Are children to 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?	x <input type="checkbox"/> <input type="checkbox"/>	Parents and pupils are aware and staff will continue to inform pupils. They are aware of what essentials they are allowed to bring in to school.
Are desks regularly cleaned?	x <input type="checkbox"/> <input type="checkbox"/>	Cleaned by cleaning team daily and disinfectant spray and blue roll is available in each classroom. Disinfectant Sprays must be kept out of reach from the pupils at all times.
Are children instructed to only use their own equipment i.e. pens, pencils	x <input type="checkbox"/> <input type="checkbox"/>	

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?	x <input type="checkbox"/> <input type="checkbox"/>	If classroom resources are shared they will be cleaned or removed from use for 72 hours or as per current guidance at that time.
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?	x <input type="checkbox"/> <input type="checkbox"/>	By staff and signage
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	x <input type="checkbox"/> <input type="checkbox"/>	If necessary keeping classroom doors open will provide additional fresh air into the classrooms if it is not appropriate to open the windows due to weather, wind etc. This is also acceptable even if the heating is switched on. Classroom doors that are designated fire doors and are fitted with an automatic door closer are to remain closed unless door guards are being used or they are on an auto release system.
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	x <input type="checkbox"/> <input type="checkbox"/>	Where appropriate this will be implemented
Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	x <input type="checkbox"/> <input type="checkbox"/>	Air Handling Units - Site staff have increased the fresh air intake by closing the by-pass and opening the fresh air damper via the software. Air Conditioning units – If a room depends on the Air Con units to provide heat during the colder months, you are able to have the units switched on but a window MUST be open at all times to ensure the recirculation of air.
Where available, are CO2 monitors and / or air filtration units being used, monitored and results recorded?	x <input type="checkbox"/> <input type="checkbox"/>	All science labs have a built in CO2 monitor and they are

		monitored by the Senior Premises Manager. Portable monitors are currently being tested around the school by the Senior Premises Manager.
Have staff been instructed not to interfere with any such equipment, and have an agreed action plan in place if readings exceed the permitted level?	x <input type="checkbox"/> <input type="checkbox"/>	If the CO2 alarm in the science labs is triggered the following action plan is followed: Classroom is vacated by all pupils and staff Site staff informed Windows opened Booster switch is pressed if required.
Where touch terminals are in use in dining areas, are there appropriate cleaning regimes in place?	x <input type="checkbox"/> <input type="checkbox"/>	Mid-Days will clean re-valve machines regularly during break and lunch times. Catering Staff will clean finger print pads regularly during break and lunch.
Do cash machines in Secondary Schools have appropriate cleaning regimes in place?	x <input type="checkbox"/> <input type="checkbox"/>	Mid-Days will clean re-valve machines regularly during break and lunch times
Are extra cleaning procedures in place for dining hall furniture before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	Additional cleaning is undertaken by Mid-Day Assistants and on site cleaner.
Are pupils instructed not to share food i.e. children bringing in their own?	x <input type="checkbox"/> <input type="checkbox"/>	Guidance given and staff to monitor.
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	x <input type="checkbox"/> <input type="checkbox"/>	
Have heavy use 'hot spots' been identified that may require extra servicing?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefed, PPE and materials available, constant monitoring in place.
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	x <input type="checkbox"/> <input type="checkbox"/>	In line with their own COVID Risk Assessment
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?	x <input type="checkbox"/> <input type="checkbox"/>	This is Communicated to parents and pupils via Headteacher's letters and weekly parent bulletins,

		communicated to staff via the weekly staff bulletin. Senior Premises Manager to update and liaise with contractors
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by the current required test and to follow current government guidance?	x <input type="checkbox"/> <input type="checkbox"/>	Parents/guardians have been instructed to continue to inform the school of a positive test.
Have areas been identified with suitable ventilation if possible to enable separation of staff/pupils (if safe to do so) in the event of developing symptoms until able to go home?	x <input type="checkbox"/> <input type="checkbox"/>	Family Room to be used. Extra cleaning, PPE and guidance available.
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?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff using/wearing PPE?	x <input type="checkbox"/> <input type="checkbox"/>	Latest Guidance from Public Health England is available to all staff on the RMStaff drive on the school network under Health & Safety, COVID19 and obtained from H & S Website
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	x <input type="checkbox"/> <input type="checkbox"/>	Latest Guidance from Public Health England is available to all staff on the RMStaff drive on the school network under Health & Safety, COVID19 and obtained from H & S Website
Are staff aware of how to safely dispose of contaminated PPE (double bagged, stored for 72 hours then disposed of)?	x <input type="checkbox"/> <input type="checkbox"/>	Waste Bins supplied and guidance available on RMStaff drive on how to dispose of PPE. Site Staff are responsible for the storage and disposal of PPE.
Are arrangements in place to have the separation areas thoroughly cleaned after use?	x <input type="checkbox"/> <input type="checkbox"/>	Suitable materials, procedures and PPE available and in place.
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within	x <input type="checkbox"/> <input type="checkbox"/>	Cleaner on site throughout the day/Hand Washing Policy

school and for any contaminated areas to be immediately closed until cleaned appropriately?		on RMStaff Drive, Hand Washing Procedures displayed in all pupil toilets.
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?	x <input type="checkbox"/> <input type="checkbox"/>	All the current guidance can be found on the school website under the COVID-19 tab and parents/staff have been informed of this.
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?	x <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	<input type="checkbox"/> <input type="checkbox"/> x	The School does not currently have any pupils who require intimate care needs.
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	<input type="checkbox"/> <input type="checkbox"/> x	
Is PPE available and disposed of correctly along with soiled items?	<input type="checkbox"/> <input type="checkbox"/> x	
Where as a result of risk assessment, staff carrying out task(s) which result in a FFP3 mask being required, have the said staff been suitably face fit tested for the equipment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are changing beds/facilities cleaned before and after use?	<input type="checkbox"/> <input type="checkbox"/> x	
Are pregnant or vulnerable staff taking extra precautions to protect themselves?	x <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?	x <input type="checkbox"/> <input type="checkbox"/>	Stocks monitored by site staff and timely replacements ordered.
Are there sufficient handwashing stations on site?	x <input type="checkbox"/> <input type="checkbox"/>	Additional sanitisers have been placed around the school and within the classrooms.

Does the school hold sufficient stocks of handwashing materials?	x <input type="checkbox"/> <input type="checkbox"/>	Stocks monitored by site staff and timely replacements ordered.
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?	x <input type="checkbox"/> <input type="checkbox"/>	Staff to monitor pupils
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	x <input type="checkbox"/> <input type="checkbox"/>	Continuous monitoring by cleaning staff. Procedures in place for replacements / refills to be done.
Is handwashing encouraged regularly for staff, pupils, and contractors, visitors if allowed into the building i.e. before/after food, when coughing or sneezing, use of welfare facilities?	x <input type="checkbox"/> <input type="checkbox"/>	Verbally by staff, signage around school
Are pupils encouraged to wash hands before and after breaks/lunches?	x <input type="checkbox"/> <input type="checkbox"/>	Verbally by staff, signage around school
Are toilets cleaned regularly?	x <input type="checkbox"/> <input type="checkbox"/>	Cleaner on site throughout the day. Signage around school and verbally from staff.
Are bins emptied regularly?	x <input type="checkbox"/> <input type="checkbox"/>	Site staff empty the bins regularly throughout the day. Respond to bins which have become full immediately.
Are pupil handwashing areas supervised? Is hand sanitiser required?	x <input type="checkbox"/> <input type="checkbox"/>	Staff on duty at break and lunchtimes. Hand Sanitiser available.
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> x	None on the premises
Greetings – Is physical contact encouraged to be avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	x <input type="checkbox"/> <input type="checkbox"/>	
Are staff / pupils advised to cover any cuts or wounds?	x <input type="checkbox"/> <input type="checkbox"/>	

Any other hazards?

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	Systems in place / proposed to manage risk
Has the full site fire risk assessment been reviewed?	x <input type="checkbox"/> <input type="checkbox"/>	Fire Risk Assessment reviewed and updated by Senior Premises Manager.
Have fire evacuation plans been reviewed to reflect any areas change of use?	x <input type="checkbox"/> <input type="checkbox"/>	Displayed in all classrooms and available for staff on the RMStaff drive.
Has the reviewed fire evacuation plan been put into practice? Are incident controllers/fire marshals aware of new procedures?	x <input type="checkbox"/> <input type="checkbox"/>	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	x <input type="checkbox"/> <input type="checkbox"/>	Updated and displayed in all classrooms and available for staff on the RMStaff drive.
Has the reviewed Bomb/Lockdown plan been put into practice?	x <input type="checkbox"/> <input type="checkbox"/>	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	x <input type="checkbox"/> <input type="checkbox"/>	Classroom procedures on walls in classrooms and policies available on the RMStaff drive.
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	x <input type="checkbox"/> <input type="checkbox"/>	Fire doors which are fitted with an automatic door closer are to remain closed unless door guards are being used or they are on an auto release system.
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	x <input type="checkbox"/> <input type="checkbox"/>	Weekly, Site staff to maintain records
Are water management tests continuing as per normal?	x <input type="checkbox"/> <input type="checkbox"/>	Weekly water tests are completed.
Any other hazards?		

General	Yes / No / N/A	Systems in place / proposed to manage risk
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	x <input type="checkbox"/> <input type="checkbox"/>	
<p>Have environmental risk assessments been reviewed and 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? 15. LFD testing areas 	x <input type="checkbox"/> <input type="checkbox"/>	Risk assessments review is ongoing as per the normal annual review procedure with the addition of appropriate Covid19 advice.
Have vulnerable staff been identified who previously required a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19 and not vaccinated. Vulnerable and pregnant staff should be encouraged to take extra precautions to protect themselves.	x <input type="checkbox"/> <input type="checkbox"/>	Personal Risk Assessments can be requested and control measures put in place. Pregnancy Risk Assessments are undertaken as required.

Have VPEM formerly BAME staff been identified who previously required a specific personal risk assessment? Are they encouraged to take extra precautions?	<input type="checkbox"/> <input type="checkbox"/> x	
Are these staff excluded from any roles involving LFD testing?	<input type="checkbox"/> <input type="checkbox"/> x	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	x <input type="checkbox"/> <input type="checkbox"/>	Undertaken by SEN Team
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	x <input type="checkbox"/> <input type="checkbox"/>	Will be communicated via staff briefings, weekly bulletin and other forms of communication i.e. email. Information available on the website and on the RMStaff area on the network under Health & Safety, COVID19.
Has your staff handbook/induction process been reviewed to reflect the current situation?	x <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	x <input type="checkbox"/> <input type="checkbox"/>	Weekly and as and when required
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, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	x <input type="checkbox"/> <input type="checkbox"/>	As and when required
Are there sufficient first aiders on site?	x <input type="checkbox"/> <input type="checkbox"/>	
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> x	

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.	x <input type="checkbox"/> <input type="checkbox"/>	Risk Assessment completed, designated store for deliveries identified and is at the front of the school near the Site Office, no deliveries will be delivered directly into the school building.
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	x <input type="checkbox"/> <input type="checkbox"/>	
Does your school have a school minibus? Are face coverings worn by users and driver?	x <input type="checkbox"/> <input type="checkbox"/>	Drivers and passengers will be asked to wear a mask when using the minibus, a supply of masks will be stored inside the minibus.
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?	x <input type="checkbox"/> <input type="checkbox"/>	Cleaning Kit will be available on the minibus and system introduced to reduce the amount of passengers on the bus and journey log will be completed each time the minibus is used.
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	x <input type="checkbox"/> <input type="checkbox"/>	Counsellors, Mental Health Advisors, Mental Health Trained First Aiders are available.
When participating in 'out of school activities' have venue risk assessments been deemed suitable and sufficient by the Head teacher and are COVID protocols in place?	x <input type="checkbox"/> <input type="checkbox"/>	All out of school activities will be checked and vetted before the Headteacher gives authorisation/consent to proceed.
During open days, live performances and any other large gatherings that include mass visitors are risk assessments in place, suitable	x <input type="checkbox"/> <input type="checkbox"/>	Individual Risk Assessment will be completed as part of the planning process for large gatherings/events.

and sufficient with full COVID protocols?		All large gatherings/events must be authorised in advance by the Headteacher
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms or in safe surroundings to prevent transmission? Are relevant communication strategies in place to keep governors informed?	x <input type="checkbox"/> <input type="checkbox"/>	Meetings continuing via conference calls etc. where necessary. Emails being utilised. Health & Safety is a standing agenda item.
Any other hazards?		

Test, Isolate and Local Outbreaks	Yes / No / N/A	Systems in place / proposed to manage risk
Do you have in place, with regular reviews your outbreak management procedure/plan, including reintroduction of prior restrictions if necessary?	x <input type="checkbox"/> <input type="checkbox"/>	Resources are now available and implemented.
Are records kept of all visitors/contractors to site?	x <input type="checkbox"/> <input type="checkbox"/>	
Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?	x <input type="checkbox"/> <input type="checkbox"/>	All guidance available on RMStaff Drive, link to government website on school website for staff and pupils. Information to be shared via letters, bulletins etc.
Is it made clear to parents/pupils that any person who has tested positive must remain at home and follow government guidance?	x <input type="checkbox"/> <input type="checkbox"/>	
Is anyone who develops symptoms in school isolated (if safe to do so) and then sent home as soon as possible, see previous questions	x <input type="checkbox"/> <input type="checkbox"/>	

re isolation rooms/areas?		
If any person in isolation (if safe to do so) 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?	x <input type="checkbox"/> <input type="checkbox"/>	
All of the above, staff/parents/pupils should be advised to follow 'Coronavirus, How to stay safe and help prevent the spread' guidance.	x <input type="checkbox"/> <input type="checkbox"/>	
Are there a supply of PCR home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	x <input type="checkbox"/> <input type="checkbox"/>	Kept in the Admin office on the top floor of the main building.
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of PCR tests taken?	x <input type="checkbox"/> <input type="checkbox"/>	
For individuals or groups of pupils are there remote education plans in place if needed?	x <input type="checkbox"/> <input type="checkbox"/>	Google classroom and IT devices are available for pupils to enable effective online learning from home where necessary
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	x <input type="checkbox"/> <input type="checkbox"/>	Remote learning plans are in place
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of any new variants?	x <input type="checkbox"/> <input type="checkbox"/>	Communicated by email, RM Staff Drive, bulletins etc.

Welfare	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to work from home due to vulnerabilities is regular contact made?	x <input type="checkbox"/> <input type="checkbox"/>	
Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff/pupils who may need further support?	x <input type="checkbox"/> <input type="checkbox"/>	
Although government guidance has removed the need for the wearing of face coverings within school settings unless there are a change of circumstances, are staff who wish to continue wearing them supported in this decision?	x <input type="checkbox"/> <input type="checkbox"/>	
Are controls in place to keep staff anxieties at a minimal level, i.e. should staff continue to wear masks in shared areas for example? Is there regular communication strategies in place surrounding testing and vaccinations? Keep staff well informed.	x <input type="checkbox"/> <input type="checkbox"/>	

Testing and Vaccinations	Yes / No / N/A	Systems in place / proposed to manage risk
Are staff regularly encouraged to participate in Lateral Flow Testing and PCR Testing when needed? Please include any controls for non-testing staff in the RA proforma below?	x <input type="checkbox"/> <input type="checkbox"/>	Lateral Flow Tests are available for home testing for both staff and pupils in line with government guidelines. Staff and pupils are required to report their LFT results to Gov.uk and school by the methods provided in emails and bulletins.

		<p>The school has a dedicated Testing Centre to assist with mass testing and testing for those individuals who are unable to undertake tests at home.</p> <p>Pupils whose parents/guardians opt for them to take part in Lateral Flow Testing, will receive 2 tests undertaken by the school Testing Team at the beginning of term.</p>
<p>Are staff encouraged to take up the offer of receiving a COVID 19 vaccination? Please include any controls for non-vaccinated staff in the RA proforma below and consider vulnerable/pregnant staff?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff are advised to take up the offer of a COVID vaccination. Please see links below for further information.</p> <p>Advice on how to obtain a COVID Vaccination can be found via the following link: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</p> <p>Government Information can be found via the following link: https://publichealthmatters.blog.gov.uk/2021/02/04/covid-19-vaccines-what-you-need-to-know/</p>
<p>If vaccinated or not are CEV, CV and pregnant staff encouraged to take extra precautions to protect themselves as per government guidance?</p> <p>Do they still require a specific personal risk assessment?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Risk Assessments are in place and updated as and when required.</p>
<p>Are procedures in place for testing of staff/pupils who are double</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>LFT's are available to all staff and pupils for home testing</p>

vaccinated, are a close contact but no longer have to isolate if coming into contact with a positive case?		and tests can also be performed in the School testing centre if required.
--	--	---

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

Risk Assessment Proforma

School:	Assessment Date:
Assessor:	Review Date:

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE

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
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government guidance, training included for cleaners around new products and review of COSHH risk assessments,	LPR

			<p>implementation of bubbles changed to maintaining bubbles, advice to open/close windows during winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.</p>	
3	June 2021	June 2021	Section included re non testing and non-vaccination staff	LPR
4	July 2021	July 2021	Reviewed in line with step 4 of government guidance and lifting of restrictions. Statements and wording changed to include 'if preferred', 'expected and	LPR

			recommended', 'subject to change', 'where possible' etc. 'COVID 19 stay at home guidance' changed to 'Coronavirus, how to stay safe and help prevent the spread'. BAME now VPEM.	
5	August 2021	August 2021	Document updated in line with changes from 16 th August onwards, all dependent upon local changes or reimplemented restrictions for case number levels.	
6	January 2022	January 2022	Document updated. Face coverings – current guidance updated regarding when and where they should be worn. Use, monitoring and recording of CO2 monitors and air filtration units included, Procedures for dealing with high readings. Use of FFP3 masks and required face fit testing.	