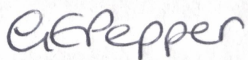


September back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK				
	Ebor Academy Trust					
Academy	Sproatley Endowed C.E Primary Academy					
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA (Version 2)					
DETAILS OF ACTIVITY September opening of school to all pupils, following the partial closure from March 2020.						
RISK ASSESSMENT LOG REF						
OTHER RISK ASSESSMENTS CROSS REFERENCED*						
WORKPLACE INSTRUCTION REF						
DATE OF ASSESSMENT	14/9/2020					
MANAGER CARRYING OUT RISK ASSESSMENT	Mrs G Pepper					
NAME OF EMPLOYEE CONSULTED	Miss S Jenkyns - individually Mr S Marshall - individually All staff - as a group.					
LOCATION OF ACTIVITY	Sproatley C.E. Primary Academy					
		Assessing level of residual risk = impact x likelihood				
		IMPACT		LIKELIHOOD		
		Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur
		Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)	
		Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)	
		Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)	
		Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur
		What the final score tells you in relation to level of risk				
			1 – 5	Very Low		
			6 – 10	Low		
			12 – 15	Medium		
			16 – 20	High		
			21 - 25	CRITICAL		

Headteacher / Principal Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.	
Signature 	Date 14/09/2020

In welcoming back all of our pupils and staff, it is critical that safety and wellbeing is at the forefront of all of our thinking. The main guidance around this is: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been designed to:

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the leaflet together we have taken on board a wide range of new guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 9 systems of control around prevention and control:

Prevention:

- ① minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school



- ② clean hands thoroughly more often than usual
- ③ ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- ④ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- ⑤ minimise contact between individuals and maintain social distancing wherever possible
- ⑥ where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- ⑦ engage with the NHS Test and Trace process
- ⑧ manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ⑨ contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.



Recognizing the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) . Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:



- *effective*
- *working as planned*
- *updated appropriately considering any issues identified and changes in public health advice*

In the case of a local lockdown the school will follow PHE guidance



RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
STAFF WELLBEING https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19				
Social distancing ①⑤	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	Staff encouraged to remain 2 metres and use of PPE if close working needed- visitors provided for all staff to be used at staff discretion.	EYFS- this is more difficult - encourage use of height & standing behind pupils when possible.
		Signage to remind about distancing	Signage refreshed as needed.	
		Ensure staff are aware of procedures	Communicate risk assessment & then regular online staff meetings with updates.	
		Encourage engagement with test and trace	Track & trace to be contacted as needed. Ensure staff understand the principles of this.	
Social distancing	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all	Ensure all staff refresh themselves with guidance and staff returning from	



①③⑤		employees, guidance sought where unsure	illness or furlough are given guidance before return. All staff have been issued with a visor and in line with advice from East Riding Council on 11/9/2020 a face covering is now worn around school when in communal areas (with the exception of in the classroom and when eating.)	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	RT/GP to continue to check in with the staff team regularly.	
		Regular one to ones with staff to discuss wellbeing	Ensure opportunities given for 1:1 wellbeing conversations.	
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required	Masks available & will need to ensure supplies are refreshed.	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	Google Classroom ready on standby, additional use of google hangouts as needed. Teachers plan weekly for an adaptable curriculum that can be moved online easily.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood		Impact	Score
	3		3	9



AREAS OF CONCERN				
CHILD WELLBEING				
https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance				
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	4 x Bubbles in operation 1 x EYFS bubble 1 x Y1/2 bubble 1 x Y3/4 bubble 1 x Y5/6 bubble Pupils will have their own every day stationery assigned to them and to be kept for their own use at school. However some resources will be shared within the bubble.	Breakfast Club & After school club creates a secondary bubble. Risk minimised by use of the hall for those clubs, with a table for each bubble assigned. Staff member working across bubbles to wear a visor.
Wellbeing	Children may be anxious with new rules and protocols	Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'	Children create bubble charters. Most children have already been in and we have identified the children who have not been back in school, so these can be further supported.	



		Staff to reassure children and explain when needed		
		Additional support to be available to work intensely with children in particular at start of term	10 wellbeing hours allocated.	
		Close monitoring and observation of children to identify any signs of distress	All teaching staff involved in VCL meeting weekly.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing				



<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<p>Travel to school ①⑤</p>	<p>Virus may spread if too close contact</p>	<p>Minimise number congregating at same times by offering staggered start and end times where appropriate</p>	<p>One way system in place around the playground. Wider times for coming into school 8.45am-9.10am - close registers slightly later. End of day collection is 3.10pm-3.30pm.</p>	
		<p>Allocate supervised group collection points</p>	<p>One way system in place around the playground. Wider collection times 3.10pm-3.30pm - children leave as parent arrives.</p>	
		<p>Ensure parents know they can't come onto site</p>	<p>Parents of KS2 children encouraged them to come into the school playground independently. Parents can drop off & collect via 1 way system - communicate no parents in school.</p>	



		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Lidded PPE bins in place around school and in all bubbles.	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	N/A	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Parking area is away from school and contractors and guests are encouraged to park on the road.	
		Number of entrances/exits at site maximised and limited to groups where practical	Bubbles enter and exit building through specific entrances and exits.	
Transport ①⑤	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Correspondence sent to encourage walking & biking to school.	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	V little public transport used - village.	
		Guidance given to early years Staff on dealing with soiled clothing	PPE used & clothing bagged - Ebor guidance shared	
		Area to change allocated, Bags to put clothing in provided	Disabled toilet in EYFS to be used. PE days - PE kit worn all day??	
Airborne transmission	Virus spread across school	Parents to complete and return allergy declaration form prior to	Allergy declaration forms completed prior to starting.	



①③		children attending. Information to be securely stored with controlled access and disposed of after a year		
		Health check questions to be asked before a child enters premises. Information to be securely stored with controlled access and disposed of after a year	Health checks changed - parents to notify us of any ill health or temperature. 14/9/2020- Ebor flowchart shared with parents 'What to do 'My child is poorly, what shall i do?'	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non attendance	Staff check policy	
Preventing those with specified health conditions from risks arising from attending ①②⑤	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Point them to Gov guidelines.	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	Staff encouraged to stagger leaving and entrance so no crowding.	
Close contact and airborne transmission	Reception staff	Staff must operate behind their protected area	Glass front to remain closed when possible. Parents encouraged to ring or email in the case of enquiries.	



①⑤⑥				
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	Wipes used.	
Close contact and airborne transmission ①⑤	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins	Deliveries left in foyer. Gloves encouraged for parcels.	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	No parents in - use online meetings where possible.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Communicate this to parents.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				



MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/Contractors	One way systems where possible	Continue to use one way system. Children enter/exit through specific entrances/exits for their bubble.	
		No assemblies unless via hangouts or within class groups	Google meet Collective worship. Or single bubble worship.	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Voice control encouraged. - posters up	
		Rotas and systems to avoid contact between groups	Rotas for lunchtime- EYFS/KS1 11.45am KS2 12.15pm	
		Pinch points and bottle neck points identified and managed accordingly.	Limited opportunity for passing others as one way system remains in place.	
		Identify where screens would help prevent transmission of virus		



		Signage in place to remind people and daily reminders from line managers	Signs in place	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing- rows used to allow the children to be front facing.	Look at arrangements of tables carefully - spread over two classes when possible. Y5/6 - Use of Year 6 classroom & additionally Year 5 classroom. Y3/4 - Use of Year 3/4 classroom & additionally Breakfast room Y1/2 - Use of Y2 classroom & additionally Y1 classroom.	



surface transmission			EYFS - large space anyway	
①②③④⑤		Enter classroom one by one, populating seats front to back to reduce contact where possible	Give children a line up order that corresponds to seating.	
		Arrange seating for children to sit side by side no more than 15 per row where possible		
		Minimise face to face child/teacher time	Limit this to 10 mins where possible	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Children have their own copies where possible.	
		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Bubble sets of equipment where possible and if not possible left 72 hours & cleaned.	
		Windows and doors must be open to be maximise ventilation. Fire doors must	Yes.	This makes some rooms v cold however & this will be worse in winter.



		remain closed unless fitted with fire alarm activated door closing devices		
		Own equipment only to be used by each child or allocated equipment where possible	Allocated sets of daily-use stationery for pupils.	
		Mark out areas to reinforce distancing	Yes	
		Daily awareness briefings by line managers, posters, manager spot checks	Daily - this could take the form of an email for some days, meetings for others. Plus posters all around school.	
Early Years and KeyStage One (Yrs 0-2) Preventing transmission of virus in the classroom through close contact or surface transmission ①③④⑤	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Avoiding is difficult - limiting it as much as possible is more practical.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9



AREAS OF CONCERNS				
STAFF REST ROOMS				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Seating to be rearranged to allow bubble seating within the staff room. Very large spacious room, so this will reduce risk. Use both sides of staff room for tea/coffee etc. Staff encouraged to 'not be a contact'.	
		Cleaning schedule in place to ensure equipment cleaned after use	All staff aware of need to sterilise/leave equipment for 72 hours.	
		Own utensils used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 2	Score 6
AREAS OF CONCERN				



PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission ②③④⑤	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	Discourage use of any equipment that cannot be easily cleaned or left for 72 hours.	
		Encourage outdoor play wherever possible	Use of marquee and outside space encouraged, use of gazovas also.	
		Rota and segregation for outdoor space to maintain distancing	Playground rota and staggered lunch breaks.	
		Rota for cleaning play equipment	SM - look at break time equipment and how this could be allocated.	
		No singing, wind or brass instrument playing		Can brass or wind tuition take place if in another well ventilated room?
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood 4	Impact 3	Score 12



THIS AREA (Potential Impact x Likelihood)				
COMMENTS OR CONCERNS				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				
Close contact and surface transmission ④⑤	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	Hot lunches eaten in classrooms - except for EYFS who eat in the hall. Lunches taken to classrooms. Lunch supervisor assigned to bubble to clean before and after.	
		System in place to collect lunch boxes; ensures distancing can be maintained	Lunch trolleys assigned to bubbles.	
		Catering staff treated as a group	Catering team = one bubble Lunch supervisors assigned to a bubble.	
		All food waste must be disposed of in black bags/compostable bags	Food waste to go back to kitchen or goes home in lunch boxes.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood) 3	Impact 3	Score 9



THIS AREA (Potential Impact x Likelihood)				
AREAS OF CONCERN				
CHILDREN WITH COMPLEX NEEDS				
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people				
Risk of cross contamination when dealing with children with complex needs ③④⑤⑥	Anyone in building could be exposed to virus through close contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	Will refer to guidance if any cases.	
Access/egress in building ⑤	Staff/Children/ Contractors		N/A	
TOILETS - REPEAT FOR EACH TOILET BLOCK				



https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets ②④⑤	Staff/Children/ Contractors	Ensure cleaning rota in place	Cleaning rota - 45.5 hours per week of cleaning/caretaking.	
		Process in place to ensure adequate supplies of cleaning materials at all times	This needs to be an admin check as of Sept - currently DW doing this.	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Toilets assigned to bubbles.	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Catch, bin it, kill it posters. Stations for this in classrooms. Two handwash stations per bubble plus toilet handwash facilities.	
		Ensure adequate supply of paper towels and wipes	This needs to be an admin check as of Sept - currently DW doing this.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood 4	Impact 3	Score 12



THIS AREA (Potential Impact x Likelihood)				
AREA OF CONCERN				
MAINTAINING HYGIENE https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Hygiene practices ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Hand washing embedded into the day.	
		Ensure sufficient washbasins so everyone is able to wash hands regularly	Handwash stations in each bubble classrooms and spare classrooms, two wash stations per bubble with the addition of toilet wash facilities.	



		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	EYFS & Y1/2	
		Build washing hands and 'catch it kill it bin it' into the culture	Frequent hand washing embedded in the school day.	
		Enhance cleaning regime for busy areas	Touchpoint cleans regularly occur. Cleaning rota in place for cleans throughout the day.	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	This needs to be an admin check as of Sept - currently DW doing this.	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative	EYFS/ Y1/2	
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Cleaning rota	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 3	Impact 3	Score 9



AREAS OF CONCERN

USE OF PPE – order via estates

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<p>Ensuring safe and effective use of PPE</p> <p>②⑥</p>	<p>Staff using PPE in appropriately may be infected</p>	<p>Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE</p>	<p>Guidance shared.</p>	
		<p>Ensure sufficient PPE available</p>	<p>This needs to be an admin check as of Sept - currently DW doing this.</p>	
		<p>Ensure process in place for safe disposal of PPE</p>	<p>PPE bins in place -bagged & stored 3 days.</p>	
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>		<p>Likelihood 3</p>	<p>Impact 3</p>	<p>Score 9</p>



AREAS OF CONCERN				
CONTRACTORS				
Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	Contractors booked & details logged.	
		Ensure declaration is signed prior to entering site	All logged.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Shared on arrival.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CARETAKING				



https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Safety and Provision ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe	Holiday jobs for caretakers.	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Holiday jobs for caretakers.	
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use	Holiday jobs for caretakers.	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally	Holiday jobs for caretakers - report to Andy as needed.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				



GENERAL CLEANING				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	yes.	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Carry on as we have - this is in place.	
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Touchpoint & scheduled cleans rota.	
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Staff aware.	
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of	Continue to log all.	



④		bathrooms, classrooms and communal areas		
④	Cleaning materials	ALL	Disposal of cleaning materials by double bagged Covid method	In place.
④	Surface transmission	Spaces used by more than one class or group	Ensure these are cleaned between use	Hall is used by EYFS at lunchtime and Breakfast and After school club. Set tables/benches allocated to bubbles. Cleans between use.
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood	Impact	Score
		4	3	12
AREAS OF CONCERN				
TOUCHPOINT CLEANING				
④	Airborne and surface transmission	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	In place & update staff to continue. Touchpoint cleaning information shared with all staff.



HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Guidance shared.	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	Public health contacted as per guidance.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood 4	Impact 3	Score 12
AREAS OF CONCERN				



WASTE MANAGEMENT PPE				
https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school	Admin to oversee this.	
		All food waste must be disposed of in black bags/compostable bags	Share with all.	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	EYFS Y1/2 aware. All staff informed.	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	yes	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA	Likelihood 3		Impact 2	Score 6
AREAS OF CONCERN				



MANAGING PREMISES				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	SJ/GP check	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	SJ/GP check	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 2	Score 6

Areas of concern