

Significant Findings of Risk Assessment

Site / Premises: Madani Schools Federation	Assessment Carried Out By Name: Rameses Maghrabi/Nina Radford Signature: Responsible Manager / Team Leader etc Name: Riyaz Laher Signature:	Assessment Serial Number: 004 - 16/11/20		
Department:		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak. <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided at the end of the Risk Assessment • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Sept 2020	Ongoing – risk assessment is a live document		
	09.10.20	Nov. 2020	RM / NR	
	02.11.20	02.12.20	RM / NR	
	16.11.20	02.12.20	RM / NR	

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable. **The risk assessment is a dynamic process and needs to be kept under regular review, for example when circumstances change (i.e. number of positive cases identified) and additional hazards become apparent.**

General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.		The wearing of respiratory protection (face masks) in Schools is a routine control measure. Appropriate respiratory protective equipment/face masks are to be worn if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.								
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place <table border="1"> <tr> <td>Li k e l i h o o d</td> <td>Im p a c t / S e v e r i t y</td> <td>R i s k R a t i n g S c o r e</td> </tr> </table>		Li k e l i h o o d	Im p a c t / S e v e r i t y	R i s k R a t i n g S c o r e	Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action When?	Additional Action Completed (Initials)
Li k e l i h o o d	Im p a c t / S e v e r i t y	R i s k R a t i n g S c o r e									

<p>School failure to follow National Government Guidelines.</p>	<p>Employees, pupils, contractors and visitors</p>	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, Changes to school arrangements will be communicated to parents via Text / Email /Letter</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>	<p>2</p>	<p>1</p>	<p>2</p>		<p>SLT</p>	<p>Ongoing/Daily</p>	
<p>Catching / Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Employees, Pupils, Visitors</p>	<p>If a person receives a positive viral test result for Covid 19 or displays symptoms - they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Managers / SLT are to keep in regular contact with and monitor the wellbeing of Employees not currently working on the site. <p>Employees MUST declare if a member of their household displays signs of /has a confirmed case of COVID-19. They will not be permitted to access the school site and must self-isolate for the period as determined by medical guidelines.</p> <p>Persons who are living with a person in the Shielding Category who has received a new shielding notification (in force from 05.11.20) are permitted to be at Work/School site as stringent COVID 19 control measures are implemented</p> <p>Persons who are living with a person in the Shielding Category who has received a new shielding notification (in force from 05.11.20) must ensure that they fully understand COVID 19 control measures</p> <p>Employee support services (Occupational Health Service / Amica) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Clinically Extremely Vulnerable persons (Adults and Children) who have received a new shielding notification (in force from 05.11.20) are permitted to be at Work/School site as stringent COVID 19 control measures are implemented</p> <p>Clinically Extremely Vulnerable persons (Adults and Children) who have received a new shielding notification (in force from</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Pupils who are isolating / test positive are routinely contacted by HoH and Pastoral Officer</p> <p>Before pupils are requested to come into school, individual calls will be made to establish exposure to Covid 19 and advised to seek medical guidance as necessary</p> <p>All employees have been reminded of the availability of Amica and how to access their services</p>	<p>SLT/ Pastoral Team</p> <p>SLT</p>	<p>Ongoing</p> <p>Completed</p>	

	<p>05.11.20) must ensure that they fully understand COVID 19 control measures and should be following Government and medical advice (These persons will have received a letter from their medical support teams explaining this).</p> <p>Clinically Vulnerable Adults must ensure that they follow stringent COVID 19 control measures as implemented. They must MUST carefully assess and discuss with their line manager any role which involves a level of risk.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p> <p>Employees who have disclosed medical needs will have had contact with the Headteacher prior to them entering the school site. Individual Employees risk assessments will be carried out on a needs basis as determined by the Headteacher and in consultation with the Employees member.</p> <p>Clinically Vulnerable Children should follow medical advice regarding any potential return to school.</p> <p>Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.</p> <p>Clinically extremely vulnerable children are not expected to be attending school and should continue to be supported at home as much as possible.</p> <p>If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p>							
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		<p>SENCO to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p> <p>If a person is living with a Clinically Extremely Vulnerable person, they should only attend school if stringent social distancing can be adhered to, and they can fully understand and comply with these requirements.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p>							
Employees / pupils living with a shielded or clinically vulnerable person.	Employees, pupils, contractors and visitors	<p>Pupils or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend.</p> <p>Pupils or staff living in a household with someone who is extremely clinically vulnerable are permitted to be at Work/School site as stringent COVID 19 control measures are implemented</p> <p>Pupils or staff living in a household with someone who is extremely clinically vulnerable must ensure that they fully understand COVID 19 control measures</p>	2	3	6	Employees who have disclosed that they are pregnant must contact the Headteacher prior to them entering the school site. Individual risk assessments will be carried out by the Headteacher and in consultation with the Employee. The employee must seek advice from their medical professional (ie. Midwife)	HT/ Business Manager	Ongoing	
Individuals within the same household as staff or pupils	Employees, pupils	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Head Teacher/Business Manager to monitor staff absence related to COVID-19.</p>	3	3	9	Absence is monitored daily in the morning when organising cover.	HT/ Business Manager	Ongoing	

symptomatic or confirmed case of COVID-19.		Seek advice from your HR provision if required for staff absences.					nager		
Suspected case whilst on site or Positive Viral test result	Employees, Pupils, Visitors	<p>Staff informed / reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via signage around school</p> <p>Contact with personnel suspected of having caught COVID-19 is to be avoided.</p> <p>If a person develops symptoms compatible with COVID 19 – which can include a high temperature, a persistent cough, or a loss or change to the sense of taste or smell they will be sent home and isolate for the period as determined by medical guidelines. Their fellow household members should also self-isolate for the period as determined by medical guidelines.</p> <p>A person displaying symptoms must:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow • go home immediately (Children accompanied by their parent, etc). • Ensure all other persons are to maintain a safe distance from affected individual. • Make a note of all people in the school who they have been in contact with and share this with the Headteacher • follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed <p>Employees and students who display <u>COVID 19 symptoms</u> are required to follow medical guidance regarding testing procedures.</p> <p>Where a person tests negative for COVID 19 they can return to school,</p> <p>Where a person tests positive for COVID 19 they should stay at home and self-isolate for the period as determined by medical guidelines. Where a person is awaiting test results, they should</p>	3	3	9		ALL /SLT	Ongoing	

	<p>remain at home. The Headteacher must be notified immediately.</p> <p>Any pupils or Employees who have come into contact with a suspected/confirmed case will be sent home. They will be advised to take a Covid 19 test and will be expected to self-isolate until test results have been received. Where a person tests negative for COVID 19 they can return to school,</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> <p>As part of the national track & trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>A Parent/Carer will be contacted immediately if a pupil displays COVID 19 symptoms.</p> <p>Whilst they are waiting to be collected they will be located in the Covid Response Room (Parent/Carer) room separated from all other persons with the window open and the door closed (A local decision regarding adult supervision will be made dependant on the pupil's individual needs). A separate toilet facility (Hygiene room) is designated for use. The Covid response room and designated toilet will be clearly signed.</p> <p>The Covid response room, Covid toilet, and any PPE used will be cleaned and disinfected after use by a member of facilities. Any areas occupied and equipment used by the affected person will be thoroughly cleaned and disinfected, and any waste materials stored securely, double bagged, for 72hrs before disposal.</p> <p>Employees should keep 2m away from the pupil where possible. If an Employees needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (gloves, apron, face mask & eye protection as necessary).</p> <p>Employees who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms or the pupil / other individual subsequently tests positive. Employees MUST</p>				<p>Records to be kept of when covid room and covid toilet have been sanitised after use.</p>	<p>Facilities</p>	<p>Ongoing</p>	
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		<p>wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided. 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p>							
<p>Catching / Spreading</p> <p>Exposure to Covid 19 in the workplace</p>	<p>Employees, Pupils, Visitors</p>	<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will be easily understandable for all children. Pupils will be informed prior to attending school and by school Employees at regular intervals throughout the day. (SEN pupils may need additional support & encouragement for this).</p> <p>Hand cleaning facilities or hand sanitisers are available at the entrances/exits and throughout the school and must be used by all persons regularly throughout the day. Social distancing (2m separation) must be maintained at all times.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the lidded bins provided.</p> <p>Tissues will be provided for all employees. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p>	2	3	6	<p>Facilities team will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p>	Facilities	Daily	

		<p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> • Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. • Lidded bins MUST be used. • Ensure frequent hand washing is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. <p>Workstations to be cleaned before and after use with wipes provided in each area as an additional measure to cleaning schedule.</p> <p>Reception area has a protective screen in place to provide additional protection for reception staff. Reception staff wear a visor in the office and when dealing with parents/visitors at the gate.</p> <p>Limit work with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically),</p> <p>A copy of this risk assessment and any safe systems of work will be accessible on the shared Employees drive. Employees are requested to confirm they have read and will comply before they start work daily (as risk assessment is dynamic). Receptionist to be the only person to sign Employees in/out.</p> <p>A system is in place to monitor which people are on site at any one time, whether they are permitted to be there and where they are (no congregating) and this system</p>				Lidded bins have been provided and cleaning/sanitising materials are available in every classroom/office	Facilities	Completed	
Travel off site	Employees,	<p>Travel is only required for essential purposes. This will be in consultation with the Headteacher</p> <p>Where travel is essential, use private single occupancy. Ensure school guidance regarding control measures are followed.</p>	1	3	3	Additional cycle racks have been sourced to encourage more cycling to school	ALL		
Contamination during Access to &	Employees,	<p>Authorisation onto the school site will be by the Headteacher</p> <p>Entry to school site is via non-contact ID card entry system.</p>	2	3	6		SLT	Ongoing	

<p>egress from site</p>	<p>Pupils, Visitors</p>	<p>Entry is via 4 main access points around school site to ensure appropriate social distancing (MGS – gate 1 and reception/ MBS –gate 2 and gate 4) Please see Appendix 1 Bubble breakdown for gates allocated to separate bubbles.</p> <p>The following practices will be implemented where possible,</p> <ul style="list-style-type: none"> • Stop all non-essential visitors (including children of Employees) entering site. • Introduced staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Require all persons to use the hand sanitiser on access to and egress from site. • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. (all reception staff have antibacterial wipes and frequently touched surfaces and telephone handsets are wiped after a change in personnel) • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible and/or via video conferencing. <p>Only essential visitors are allowed onto the school site. Essential visitors are categorised into 4 groups: 1) Visitors for the safe running of the school site ie. Essential maintenance / Health & Safety / Environmental Health 2) Visitors essential for the welfare and safety of students ie. Nurse / CAHMs / SEND support teams / Police / Social Workers / NHS immunisation team/ EWO/CAFCASS/School Improvement Partner. 3) Visitors who are delivering essential goods and supplies only ie. Catering / Stationary 4) Visitors who are providing essential services to support the educational needs of the school ie. Supply Teaching Staff / Careers Advisor</p> <p>All visitors must follow site guidelines.</p>							
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		<p>All visitors to be made aware of site guidelines by reception Employees.</p> <p>All visitors must complete and pass a self-assessment checklist before being allowed access to the site</p> <p>Contact with parents to be minimised Parents are to remain at the front gate until invited to enter via reception, with only one parent admitted at any one time - 2m distancing to be observed.</p> <p>Parents to be reminded to maintain social distancing and not congregate at the school gate.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p>				Reception staff are to wear visors at all times when dealing with parents/visitors	Reception staff	Daily	
Allocation of Employees	Employees	<p>Staffing allocation is timetabled. This is reviewed on a daily basis to take into account. Employees may be self-isolating.</p> <p>Employees to Employees interaction;</p> <ul style="list-style-type: none"> • Employees should only complete activities which relate directly to their job descriptions. • No physical contact. • No close contact activities (2 metre distance). <p>All Employees are expected to follow social distancing guidelines at all times. Social distancing guidelines are on display throughout the school.</p>	2	3	6	Cover for absent employees is completed before 7.30am daily by the Business Manager and HR Officer.	SLT	Ongoing	
Work planning	Employees, Pupils,	<p>Areas are organised to allow 2m separation between all persons or groups. Where areas are not clearly marked out Employees and visitors are expected to maintain 2m social distancing at all times.</p> <p>Employees work stations are to be cleaned before and after use with wipes provided as an additional measure to daily cleaning schedule.</p> <p>Each employee has been provided with their own bag of stationery/equipment and is not to be shared with another employee.</p>	2	3	6	Room capacity notices on office doors	Facilities	Completed	
							Facilities		

		Unnecessary items and equipment (including soft furnishings and difficult to clean items) are to be stored/removed from classrooms as is reasonably practicable.				Unnecessary items/soft furnishings have been removed from rooms where reasonably practical		Completed	
Contamination within Internal Areas	Employees, Pupils, Visitors	<p>Social distancing MUST be maintained. Social distancing markings and signage are displayed throughout the school site.</p> <p>Students: Students must wear their face covering at all times. For students this includes in corridors, during recreational breaks and during lessons Staff may use their discretion where students are contributing to the lesson Staff may also use their discretion where students are misusing the face covering to disrupt learning. In this case the A2L process must be followed – students not adhering to safety guidance is not acceptable Please be mindful of students who are exempt when providing reminders and instructions – we are considering if these students may be offered a visor</p> <p>Staff: Staff must wear their face covering at all times when 2 metre social distancing is not possible. Staff must wear visors* in class and at all times when 2 metre social distancing is not possible.</p> <p>For staff this includes in corridors, offices, classrooms and at all times when 2 metre social distancing is not possible In lessons and for student engagement staff should wear a visor to not limit communication In shared offices 2M distancing must be maintained Staff exempt from face coverings should use a visor</p> <p>Visitors: Visitors must wear their face covering at all times.</p> <p>Three bubbles have been created for easier management of entry/egress/social distancing. Each year group will stay within their allocated four classrooms/areas, have their own allocated toilet facilities and their own identified area of the playground/recreation areas. Please see attached Appendix 1 for further information/clarification of specific areas.</p> <p>Seating positions in classrooms are</p>	2	3	6	If number of Vulnerable pupils and pupils of critical workers are above 15. Risk Assessment to be reviewed to take account of additional risk (particularly in light of room allocations).	SLT	Ongoing	

- be side to side,
- forward facing
- not facing each other.
- at the same desk on each day (per seating plan)

Staff are to stay in the teacher zone marked out at the front of each classroom and only enter the student zone for no more than 15 minutes at a time. Teachers can place work to be handed out to students in the student zone for students to pass to other students.

Limit the number of persons in each room/area to follow social distancing guidance.

Ensure occupied rooms are well ventilated and windows are open where possible.

All soft furnishings to be placed into storage. This may involve bagging items.

Employees to observe the maximum number allowed in the staff room at any one time, List of other available classrooms has been shared with all staff. Employees are not permitted to congregate on the school site.

Reprographics Room is to be used by Reprographics Assistants (including Office Staff) only. There is strictly no other staff admittance. Work is to be collected and placed into collection points in Reception.

Meetings are to be held via video conferencing where possible. Other essential Employees meetings may take place where social distancing guidelines are taken into consideration

Any discussions should be undertaken via email, phone or via email.

Lengthy meetings (more than 15 minutes) must be socially distanced or preferably arranged remotely

Doors will be propped open to reduce contact points, provided fire safety, security & safeguarding requirements are not compromised.

Maglocks (magnetic release devices) have been fitted to Employees toilet doors to reduce contact.

When walking along corridors or using the stairs all persons

		<p>are to keep to the left side in order to enhance social distancing.</p> <p>There is limited access to the lift unless advised to use in within individual risk assessment. These are only to be used by one person at a time. Lift touch points are to be cleaned & disinfected after each use by the user using the wipes provided and dispose of in the bins located outside the lift. Hands are to be washed & dried or sanitised after using the lift.</p> <p>Badge holders for essential visitors are not to be used and stickers will be allocated and disposed of after the visitor has left.</p> <p>Lidded bins will be provided in each main room to collect used tissues. These will be cleaned daily.</p> <p>Bottled water is available on request. No shared use of cutlery / cups is permitted.</p>							
Lack of awareness	Employees, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands <p>Amended Behaviour policy in operation.</p> <p>Signs are to be displayed outside each classroom & meeting room etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>Employees are to challenge any person not adhering to the control measures within this risk assessment</p>	2	3	6	All signage in corridors, classrooms and on floors displayed and replaced when required.	SLT	Ongoing	
Contamination in Outdoor Areas	Employees, Pupils	<p>Social distancing MUST be maintained.</p> <p>See above section on Contamination during Access to & egress from site</p>	1	3	3		Duty Staff	Daily	
Verbal abuse and	Employees,	Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.	1	1	1		SLT	Ongoing	

aggressive behaviour	Pupils, Visitors	<p>Adequate supervision and awareness of pupil behaviours at all times according to amended Behaviour Policy</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p>							
Cleaning	Employees, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning Employees rotas are reviewed to ensure appropriate coverage.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning Employees. • Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished -(if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. • Cleaners are to wash & dry their hands after removing the PPE. • Bin liners should be used in all bins and bins emptied daily <p>Only cleaning products supplied by the school are to be used. COSHH sheets are available. (Suppliers may need to be notified if additional stocks are necessary).</p>	2	3	6		SLT/ Facilities /Cleaners	Ongoing	

Deliveries & Waste collection.	Employees, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery Employees, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	2	3	6		ALL	Ongoing	
Contractors	Employees, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will comply with hygiene rules.</p> <p>Employees and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises Employees of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p>	2	3	6		Facilities	Ongoing	
Poor hygiene	Employees, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p>	2	3	6	Facilities to check regularly on levels of soap/paper towels/hand sanitiser/tissues.	Facilities SLT	Ongoing Ongoing	

		<p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				PPE purchased and distributed to all staff/students. Face masks and visors available for all staff.			
Lunch arrangements	Employees, Pupils	<p>Food will be provided by the catering team if requested. Food will be delivered to each form group by the allocated lunchtime supervisor in individually named bags. Students will eat their lunches in their form rooms which will be cleaned thoroughly afterwards.</p> <p>Staff lunches will be delivered to the main reception in individually named bags.</p> <p>Currently only cold options are available.</p> <p>Students and staff are welcome to bring in their own individual lunches from home.</p>	2	3	6	<p>School kitchen has a 5* hygiene rating and the highest standard of cleanliness will be maintained.</p> <p>Cold lunches options only are available but will be reviewed on an ongoing basis.</p>	Catering staff /Business manager	Ongoing	
Use of toilets	Employees, Pupils	<p>Enhanced cleaning of all facilities throughout the day and at the end of each day has been introduced.</p> <p>Based on its size, each area has been allocated a maximum number of people at any one time to maintain a distance of two metres.</p> <p>Suitable and sufficient lidded bins have been provided. Bin liners will be used in all bins. Bins are emptied and cleaned each day.</p> <p>Forced air hand driers will be disconnected to reduce unnecessary air movement and replaced with paper hand towels/tissues.</p>	2	3	6	<p>Each year group within their 'bubble' have been allocated its own toilet facilities.</p> <p>Staff have their own toilets.</p>	SLT	Ongoing	

<p>Emergency procedures (Fire alarm activations etc)</p>	<p>Employees, Pupils, Visitors, Contractors</p>	<p>Wash & dry hands before and after using the facilities.</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation)</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed as soon as is practicable - a record maintained in the fire log book.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Emergency procedures updated to allow for social distancing.</p>	<p>SLT</p>	<p>Ongoing</p>	
<p>First Aid provision</p>	<p>Employees Pupils, Visitors</p>	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained. <i>This will be reviewed every morning when arranging cover for absences by the Business Manager and HR Officer.</i></p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>PPE is available in both first aid rooms.</p>	<p>All first aiders</p>	<p>Ongoing.</p>	

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- [Guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Cleaning Guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>
- [Check if you have coronavirus symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
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- Government guidance relating to schools and other educational settings is available via: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687
- Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- [Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment](https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment)

[protective-equipment-ppe](#)

- Government guidance relating to implementing protective measures in education and childcare settings is available via: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- The government stay at home guidance is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

[Education and childcare settings: New National Restrictions from 5th November 2020](#) - <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

• [Actions for schools during the coronavirus \(Covid-19\) outbreak](#) - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

• [Stay at home: guidance for households with possible or confirmed coronavirus \(Covid-19\) infection](#) - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

[National Health Service \(NHS\) Guidance:](#)

• [Self-isolation and treating coronavirus symptoms \(Advice about staying home \(self-isolation\) and treatments for you and anyone you live with](#) - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

• [Your coronavirus Test Result](#) - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

[Department of Education Guidance:](#)

• [What to do if a pupil is displaying symptoms of coronavirus \(Covid-19\)](#) - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic children action list SCHOOLS FINAL 22-10.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf)

SCHOOLS
FEDERATION



Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

Risk Scoring Guide

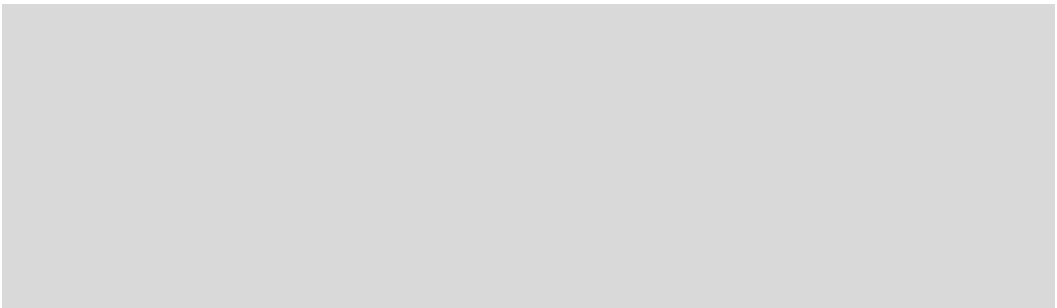
Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

L i k e	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
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To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.



Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

