



This risk assessment identifies minimum controls measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific. **Secondary**

Version 1b
11th Jan 2021

RISK ASSESSMENT FORM

Assessors name: T Cox	Date of Assessment: January 2021	Activity/Task: Using School post COVID-19 pandemic lock-down in Spetember
Directorate: Education	Service: Secondary Schools Group: The Bridge	Headteacher: Toni Cox

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	4	Daily questionnaire will be completed by all students and staff at the start of the day.		TC to Oversee. LS to implement	Y Currently in operation
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/part of playground etc.]) Traffic Management risk assessment will need amending. Review absence reporting procedures to ensure sufficient time to implement cover arrangements.	1	Staff schedules allow for cover in the event of absence. Staff to report absence to Head of School. Lessons can be covered internally		TC/LS	Y
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to School agreement.	4	Parents are not allowed to enter the school building. They are allowed to drive onto the school site to collect their child		TC	To be mailed last week of term

		Contractors asked health check questions on arrival.		Contractors will be contacted prior to arrival and health check questions will be completed. Contractors will not be allowed on site unless a face mask is worn			
Reception	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face Use cashless payments where possible.</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>COVID-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> <p>Introduce a non-contact signing in system for visitors and pupils who are late or leaving site.</p>	<p>N/A</p> <p>N/A</p> <p>1</p> <p>1</p> <p>1</p>	<p>Students are not allowed to visit reception during the school day. The new building has installed a glass hatch at reception, which will remain closed.</p> <p>Parcels can be left outside and will be monitored by reception.</p> <p>Students will be signed in by receptionist. This is the system currently in place. Easy to operate given the small numbers on site. The school’s receptionist will sign in any contractors who have to attend the school</p>		<p>LS</p> <p>LS</p> <p>LS</p>	<p>Y</p> <p>Y</p> <p>Y</p>

		<p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors section</p> <p>See also ventilation section</p>		Disposable ID badges will be issued			
Clothing	Staff, Students & Contractors and their families.	Develop a uniform and work wear policies which allows for daily laundering of clothing where possible, taking account of those who may need to travel on public transport on a daily basis.	4	Students are not required to wear school uniform. Parents will be notified with regard to changing and washing of school clothes. Parents have been informed that students may wish to wear a number of layers, as the school will insist all windows are to remain open, despite the cold weather.		TC	Y
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home to school agreement. If no agreement is in place then compliance with checks should be asked at the gate.</p> <p>Health check signage to be displayed on entry gates.</p>	<p>4</p> <p>1</p>	<p>Following full lockdown announcement, the school still remains open to all students. The school contacted all parents requesting that they take their son/daughter for a COVID test before returning back to school. All parents were happy to comply and produced confirmation of a negative test.</p> <p>Signage is displayed on the external doors at the point of entry.</p>		<p>TC to liaised with all parents</p> <p>LS to monitor daily questionnaire and register all returns from parents.</p> <p>Parents have been informed that the school will be operating</p>	<p>Currently social distancing. This will change in Sept.</p>

		<p>The school operates as one bubble, the limited number of students allows for students to start at the same time each day.</p> <p>2m social distancing to be adhered to where possible. Markings on the floor to show students where to stand and wait if applicable in main corridor.</p> <p>Hand sanitiser to be used at entry and exit points. All students to sanitise their hands before leaving each lesson.</p>	<p>4</p> <p>1</p> <p>1</p>	<p>There is also the daily questionnaire in operation which everyone entering the building is required to answer.</p> <p>As the school has very low numbers on roll, the school will operate as one bubble. Therefore there is not a requirement to stagger times or designate different points of entry per year group.</p> <p>Hand sanitiser will be used at entry point to the main school. All classrooms have hand sanitizer stations and students will be required to use the hand sanitiser after each lesson and before and after lunch and break times.</p>		<p>as one bubble. What that means in terms of</p> <p>social distancing and how we operate day to day</p> <p>Each class has written reminders to sanitise hands before leaving the class.</p>	
Departmental Offices		<p>Decide the capacity of the office.</p> <p>See ventilation section.</p> <p>Maintain 2m social distance.</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p>	<p>N/A</p> <p>1</p>	<p>Offices are occupied by one staff member. There is no sharing of offices on this site.</p> <p>The sharing of IT equipment by students. All keyboards are cleaned down using the appropriate wipes. These are cleaned by students after use. This is overseen by Staff Member</p>			

Technician Work		<p>Decide the capacity of the office.</p> <p>See ventilation section.</p> <p>Maintain 2m social distance.</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary then it should be cleaned before use.</p> <p>Deliver materials before the start of the morning and afternoon sessions</p> <p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p>	N/A				
Laboratories/w orkshops/art & music technology rooms	Staff/students	<p>Windows to be opened to maximise ventilation.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>	N/A				
Teaching		<p>Teacher space to be marked out 2m away from students.</p> <p>Consider how 2m marking may vary for demonstrations.</p>	4	<p>We are operating as one bubble. Staff will be mindful of social distancing. Staff will teach from behind their desks or at the front of the class. Desks have been positioned as far back from teaching area as the class size will allow</p>		<p>Hea of School has sent an email to all staff regarding distance in class. Teaching</p>	

		<p>Students should be allowed straight into the classrooms.</p> <p>Advice to be given on what protocols are in place. Supervision to be in place in higher risk areas.</p> <p>See ventilation.</p>	<p>1</p> <p>1</p>	<p>Due to student numbers and staff remaining in the designated classrooms, students are not kept waiting outside in corridors.</p> <p>There are no designated high risk areas within the school. The hall is the main social area. There are sufficient plastic chairs, for children to sit and maintain one chair distance. The school hall windows and door leading to the school garden will remain open.</p>		<p>from behind their work stations. Opening windows and doors to remain open.</p>	
Transmission between groups	Everyone	<p>See Ventilation section.</p> <p>See cleaning section.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Keeping classes in one area and moving teachers. • Allocating specific areas of the School to year groups 	4	<p>As we are operating as one bubble students will move around the school and work across different classrooms.</p> <p>Students will be given their own pencil cases complete with the necessary equipment to use. All computer and laptops will be cleaned down after use.</p>		<p>All staff</p> <p>School Cleaner</p>	Y
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning;</p> <p>Students to receive briefing and watch handwashing e-learning. Daily reminders to be communicated to students on handwashing.</p>	<p>1</p> <p>1</p>	<p>Prior to lockdown students were given lessons on the importance of hygiene and hand washing due to COVID. This will be repeated upon their return.</p>		<p>All staff</p>	

Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to complete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.	1	The two First Aiders have completed the necessary training and completed the competence questionnaire to ensure the guidance was fully understood.		LS & MJ	Y
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all play/sport/exercise sessions due to the increased droplets created by physical exertion.	1	PE lessons are not currently timetabled at the school.		PH	Y
		Class Groups will be rostered so access to outside areas consider social distancing.		Small numbers do not allow for team sports to take place.			
		Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.	4	Students do not change for sport. They arrive in appropriate attire to participate in PE.		PH	Y
		If team sports are to be played, then a separate risk assessment must be carried out in line the Governing body for the sports guidance.	N/A				Y
		Changing areas to be well ventilated and disinfected regularly.	N/A				Y
Lunch	Staff/students/Catering staff	Students to wash hands before eating.	4	Staff to ensure this will happen. Sanitiser in every class. Students will be told to use at the end of each		All staff	Y
			4				

		<p>Where possible and facilities allow students to have lunch outside.</p> <p>Good ventilation in place (eg. Opening all windows and doors where possible).</p> <p>Disinfecting between sittings.</p>	<p>1</p> <p>1</p>	<p>lessons.</p> <p>During this lockdown students are leaving site at lunch at 1.15pm.</p> <p>The new building requires all windows, classroom doors and doors separating the corridors to remain open at all times.</p>		<p>All staff</p> <p>All staff</p>	<p>Y</p> <p>Y</p>
Catering		The servery to be made covid secure - Area to be sealed off with just a serving hatch available.	N/A				
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	N/A				
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) – (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with</p>	2	All students will be given basic presentation on first aid at the start of term		LS	Y

		disposable forehead thermometers.					
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.	1	Poor and challenging behavior is not an issue at this school. All students are compliant, to date those that have attended have followed all the rules and abided by the hygiene regulations and systems.		All staff	Y
Access/egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow	N/A N/A				
Toilets	Staff/Students/Contractors	In shared toilets provide disinfectant wipes for disinfection between users. Look at capacity of the toilet area to identify how many can safely use the area. Control access to ensure distancing between users. Liquid anti-bacterial soap and paper towels to be provided.	4 2 1	Sanitiser is available in all staff and student toilets. There are notices in the toilets reminding students /staff to use the wipes and wash their hands. The school has air dryers and does not use paper towels for drying hands. School numbers will allow for one student at time to use the toilets. All toilets have wall hung soap dispensers containing liquid anti-bacterial soap.		EB	Y

		<p>Everyone to wash hands.</p> <p>Use sanitiser before entering classroom or other areas.</p>					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p>	2	<p>This is currently in place and closely monitored by staff at reception and in classrooms.</p>		All staff	Y
		<p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>	4	<p>To ensure there is always sufficient supply of produce, the toilets are checked on a regular basis by staff members.</p>		All staff	Y
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. 	4	<p>The school is deep cleaned every night.</p> <p>There is a cleaner on site at midday, responsible for cleaning the toilets.</p> <p>Staff have access to disinfectant wipes and ensure that key boards and laptops are cleaned after each session. As we are operating as one bubble, classrooms will not be cleaned after single use.</p>		EB	Y
		<p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>	4	<p>Twice daily by on-site support staff</p>			
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school	2	The school has moved to a brand new building,			

		<p>has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>		there are no works currently scheduled to take place.			
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	2	<p>Staff have had the training required to handle PPE</p> <p>The school has sufficient PPE on site. This is checked on a regular basis. Head of School orders additional stock via the DfE portal if required.</p>		LS/MJ LS/TC	Y
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>	There is a designated medical room, which all staff are fully aware of. The first aider will oversee this process.	<p>Likelihood:2</p> <p>Consequence: 2</p> <p>Risk Level:4</p>		LS

		<p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>		<p>The school has masks, face shields, aprons and gloves available in the event they are required.</p> <p>This will be conducted by the school cleaner, using the appropriate products</p>			EB
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced.</p> <p>Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.</p>	<p>Likelihood:2 Consequence:2 Risk Level:4</p>	<p>School to liaise with those parents whose son/daughter has an underlying health condition to seek advice from the families GP. Additional measures will be put in place if required</p>	<p>Likelihood:2 Consequence:2 Risk Level:4</p>	TC	Y
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<p>Minimise the use of communal areas. Risk Assessment to be carried out for use of any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.</p>	2	<p>There is only one communal area in the school. A hall with a number of windows, and a door leading to the school garden, so there is good ventilation. Staff will limit the number of students visiting the hall at any one time. Other rooms will be made available in the</p>			

				event this is necessary.			
Educational Visits	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus.	N/A	School is not planning any trips or visits			
Airborne Transfer Risk	Staff/Students/Visitors	Open windows and doors to create an airflow. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.	2	Staff will open windows for extra ventilation and airflow. All classroom doors will remain open throughout the day. The school does have air conditioning units. The settings are set to fresh air input		All staff	Y

Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

		CONSEQUENCE	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
			4	4	8	12	16	20	
		CONSEQUENCE	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
			2	2	4	6	8	10	
		CONSEQUENCE	1	1	2	3	4	5	
			1	1	2	3	4	5	
			1	2	3	4	5		
			Very Unlikely	Unlikely	Possible	Likely	Very Likely		
			LIKELIHOOD						