

## September back to school risk assessment

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																															
	Ebor Academy Trust	<b>Assessing level of residual risk = impact x likelihood</b>																															
<b>Academy</b>	Ebor Academy Filey																																
<b>TITLE OF RISK ASSESSMENT</b>	Covid 19 Risk Assessment TPA	<table border="1"> <thead> <tr> <th colspan="2">IMPACT</th> <th colspan="2">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable</td> <td>The event is very Foreseeable (4)</td> <td></td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible</td> <td>The event is Foreseeable (3)</td> <td></td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely</td> <td>The event is not very Foreseeable (2)</td> <td></td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table>			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
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<b>RISK ASSESSMENT LOG REF</b>																																	
<b>OTHER RISK ASSESSMENTS CROSS REFERENCED*</b>																																	
<b>WORKPLACE INSTRUCTION REF</b>																																	
<b>DATE OF ASSESSMENT</b>	11 July 2020																																
<b>MANAGER CARRYING OUT RISK ASSESSMENT</b>	Mr T Cartmail																																
<b>NAME OF EMPLOYEE CONSULTED</b>	M Anderson, M Britton, T Donaldson, K Francis, L Hinchliffe, T Lamb, A Pickering, J Wood, B Wright																																
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<b>Headteacher / Principal</b> Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.		<table border="1"> <thead> <tr> <th colspan="3">What the final score tells you in relation to level of risk</th> </tr> </thead> <tbody> <tr> <td style="background-color: #0000FF;"></td> <td>1 – 5</td> <td>Very Low</td> </tr> <tr> <td style="background-color: #00FF00;"></td> <td>6 – 10</td> <td>Low</td> </tr> <tr> <td style="background-color: #FFFF00;"></td> <td>12 – 15</td> <td>Medium</td> </tr> <tr> <td style="background-color: #FFA500;"></td> <td>16 – 20</td> <td>High</td> </tr> <tr> <td style="background-color: #FF0000;"></td> <td>21 - 25</td> <td>CRITICAL</td> </tr> </tbody> </table>			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											
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<b>Signature</b> Terry Cartmail	<b>Date</b> 28/8/2020																																

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

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.'

When 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.

When 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***

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>
<p><b>STAFF WELLBEING</b></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p><a href="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/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</a></p> <p><a href="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">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</a></p>				
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	One-way systems in place Classrooms rearranged where possible Split break & lunch time Limited access to lockers	
		Signage to remind about distancing	Already in place but will need to add one way and no entry signs	

		Ensure staff are aware of procedures	Full session during training day 1 in Sept	
		Encourage engagement with test and trace	Training Day and ongoing...	
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure		
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Training Day session in Sept	
		Regular one to ones with staff to discuss wellbeing	To be added to SL/FL/SLT weekly tasks sheets (MBR)	
Allergies may be mistaken for Covid causing concern ③⑥	Anxiety may be caused	Surgical masks available if required	More Stock needed for Sept (LHI/TLA)	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	Good progress made already. Further training in September Training Day	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
		2	3	6
<b>AREAS OF CONCERN</b>				
Initially week when students will need to be shown all of the new routines etc. It is likely that staff anxiety will be higher until new routines are established.				

<b>CHILD WELLBEING</b> <a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a>  <a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a>  <a href="https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance">https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance</a>				
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	Key Stage Bubbles created	
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'  Staff to reassure children and explain when needed	Regular reminders sent home; we will continue this in September	
		Additional support to be available to work intensely with children in particular at start of term	Week 1 programme planned for all students and teachers	
		Close monitoring and observation of children to identify any signs of distress	Pastoral Team aware and ready	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> <b>3</b>	<b>Impact</b> <b>2</b>	<b>Score</b> <b>6</b>
<b>AREAS OF CONCERN</b> Students needing time to adapt to the new systems and learn the new routines to allow them to feel safer in September.				

**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>

Travel to school ①⑤	Virus may spread if too close contact	Minimise number congregating at same times by offering staggered start and end times where appropriate	KS bubble zones created	
		Allocate supervised group collection points	N/A	
		Ensure parents know they cannot come onto site	Reminders to be sent in September	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed		
		Ensure children over 11 years are aware they must wear a mask on public transport	Only one bus is public transport.	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Car parking area at the East gate to be used for contractors (TLA)	
		Number of entrances/exits at site maximised and limited to groups where practical	One-way systems in place	
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		
		Measures to prevent use of and crowding on public transport including staggered start and finish times		
		Guidance given to early years Staff on dealing with soiled clothing	N/A	

		Area to change allocated, Bags to put clothing in provided		
Airborne transmission ①③	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored with controlled access and disposed of after a year	Wk. 7 Sept 2020	
		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	7 Sept 2020	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non-attendance	TCA wk. 13/7/2020 and reminder in Sept 2020	
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	TCA wk. 13/7/2020 and reminder in Sept 2020	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	One ways systems in place	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	<b>Wk. 13/7/2020?</b>	
Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	<b>TLA/LHI to check stock and order more</b>	

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	<b>LHI to liaise with all reception staff</b>	
	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	<b>JCL to investigate central system for parent/visitor log</b>	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Regular text reminders	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 3	<b>Impact</b> 2	<b>Score</b> 6
<b>AREAS OF CONCERN</b>				
Day 1: Wednesday 9 September – staff on duty will need to quickly establish KS zones				

<b>MOVEMENT AROUND BUILDING</b>				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/Contractors	One-way systems where possible	One-way system done	
		No assemblies unless via hangouts or within class groups	Done	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	N/A	
		Rotas and systems to avoid contact between groups	Done	
		Pinch points and bottle neck points identified and managed accordingly.	Done but will need monitoring by all SLT	
		Identify where screens would help prevent transmission of virus	LHI/TLA to investigate <ul style="list-style-type: none"> <li>• canteen</li> <li>• practical lessons</li> </ul>	
		Signage in place to remind people and daily reminders from line managers	Done	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2	<b>Impact</b> 3	<b>Score</b> 6
<b>AREAS OF CONCERN</b>				
Week 1 – Establishing new zones, one-way systems, split break and lunch.				

**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>

<b>Classroom (Yrs. 3 upwards)</b> Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Each member of staff to be given time on training day 1 to organise their classroom	
①②③④⑤		Enter classroom one by one, populating seats front to back to reduce contact where possible	This will need to be context specific to the classroom	
		Arrange seating for children to sit side by side no more than 15 per row where possible	Only where possible	
		Minimise face to face child/teacher time	Training Day 1 reminder	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Investigating enhanced cleaning routines	
		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	Investigating enhanced cleaning routines	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Training Day 7 September	
		Own equipment only to be used by each child or allocated equipment where possible		
		Mark out areas to reinforce distancing		
		Daily awareness briefings by line managers, posters, manager spot checks	Weekly SL/FL meetings	

<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b> <b>3</b>	<b>Impact</b> <b>2</b>	<b>Score</b> <b>6</b>	
<b>AREAS OF CONCERNS</b> Establishing new classroom organisation and new routines in week 1				

<b>STAFF REST ROOMS</b>				
<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>				
Close contact and surface transmission  ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Split lunchtime in place	
		Cleaning schedule in place to ensure equipment cleaned after use		
		Own utensils used		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2	<b>Impact</b> 2	<b>Score</b> 4
<b>AREAS OF CONCERN</b>				

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	PE and practical lessons to minimise sharing	
		Encourage outdoor play wherever possible	PE	
		Rota and segregation for outdoor space to maintain distancing	KS zones	
		Rota for cleaning play equipment	N/A	
		No singing, wind or brass instrument playing	DMO to speak to music teacher in September	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 2	<b>Impact</b> 2	<b>Score</b> 4
<b>COMMENTS OR CONCERNS</b>				

<b>MEALTIMES</b>				
<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a>				
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 mealtimes	N/A	
		System in place to collect lunch boxes; ensures distancing can be maintained	N/A	
		Catering staff treated as a group		
		All food waste must be disposed of in black bags/compostable bags		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood)</b> 2	<b>Impact</b> 2	<b>Score</b> 4
<b>AREAS OF CONCERN</b>				

<b>CHILDREN WITH COMPLEX NEEDS</b>				
<a href="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">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</a>				
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	<b>Please refer to guidance already provided and refer queries to Rebecca</b>	N/A	
Access/egress in building  ⑤	Staff/Children/Contractors		N/A	

<b>TOILETS - REPEAT FOR EACH TOILET BLOCK</b> <a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</a>				
Toilets  ②④⑤	Staff/Children/ Contractors	Ensure cleaning rota in place	Done. KS toilets	
		Process in place to ensure adequate supplies of cleaning materials at all times	TLA/JWO	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Done	
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	JWO/TLA	
		Ensure adequate supply of paper towels and wipes	JWO/TLA	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> <b>2</b>	<b>Impact</b> <b>2</b>	<b>Score</b> <b>4</b>
<b>AREA OF CONCERN</b> <b>Students accustomed to using any toilet. New routines must be established on day 1</b>				

<b>MAINTAINING HYGIENE</b>				
<a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>				
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		
		Ensure sufficient washbasins so everyone is able to wash hands regularly		
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	N/A	
		Build washing hands and 'catch it kill it bin it' into the culture	Week 1 routines	
		Enhance cleaning regime for busy areas	LHI/TLA	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	TLA	
		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	N/A	
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	LHI	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>		<b>Likelihood 2</b>	<b>Impact 3</b>	<b>Score 6</b>
<b>AREAS OF CONCERN</b>				
Need to ensure sufficient staffing throughout the school day.				

<b>USE OF PPE – order via estates</b>				
<a href="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</a> <a href="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/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</a>				
Ensuring safe and effective use of PPE  ②⑥	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE		
		Ensure sufficient PPE available		
		Ensure process in place for safe disposal of PPE		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood</b> 1	<b>Impact</b> 3	<b>Score</b> 3
<b>AREAS OF CONCERN</b>				

<b>CONTRACTORS</b>				
Contractors may bring Covid in ①⑤⑥		Staff, Children & Contractors	Ensure booking system in place for contractors	
			Ensure declaration is signed prior to entering site	
			Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>			<b>Likelihood</b> 1	<b>Impact</b> 3
<b>AREAS OF CONCERN</b>				

<b>CARETAKING</b>				
<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>				
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	TLA	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed		
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	TLA	
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	TLA	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>		<b>Likelihood 1</b>	<b>Impact 3</b>	<b>Score 3</b>
<b>AREAS OF CONCERN</b> Need to check on the speed of service and ensure that the times for the split lunchbreak are adequate				

<b>GENERAL CLEANING</b>				
<a href="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-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>				
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	JWO/TLA	
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	JWO/TLA	
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	JWO/TLA	
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	JWO/TLA	
General cleaning ④	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	JWO/TLA	
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method	JWO/TLA	
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use	JWO/TLA	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>		<b>Likelihood 3</b>	<b>Impact 2</b>	<b>Score 6</b>
<b>AREAS OF CONCERN</b> Need to ensure that we have sufficient staff on site throughout the school day				

<b>TOUCHPOINT CLEANING</b>				
Airborne and surface transmission  ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, handrails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b> <b>2</b>	<b>Impact</b> <b>2</b>	<b>Score</b> <b>4</b>	
<b>AREAS OF CONCERN</b> Need to ensure that we have sufficient staff on site throughout the school day				

<b>CLEANING FOLLOWING SUSPECTED COVID CASE</b>				
Airborne and surface transmission  ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE		
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed		
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK</b>		<b>Likelihood</b> 1	<b>Impact</b> 4	<b>Score</b> 4
<b>AREAS OF CONCERN</b> Need to ensure that we have sufficient staff on site throughout the school day				

<b>WASTE MANAGEMENT PPE</b>				
<a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</a>				
Airborne and surface transmission  ②④⑥	ALL	All outer packaging must be removed and recycled before an item is taken into school	LHI/TLA and admin team	
		All food waste must be disposed of in black bags/compostable bags	Candice & team	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	N/A	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	LHI/TLA/Candice	
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA</b>		<b>Likelihood</b> <b>2</b>	<b>Impact</b> <b>3</b>	<b>Score</b> <b>6</b>
<b>AREAS OF CONCERN</b>				

<b>MANAGING PREMISES</b>			
<a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a>			
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	TLA/LHI
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	TLA/LHI
<b>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</b>	<b>Likelihood</b> <b>1</b>	<b>Impact</b> <b>3</b>	<b>Score</b> <b>3</b>
<b>Areas of concern</b>			