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Ofsted No: 316/6002

Health and Safety Risk Assessment

Hafs Academy

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COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

School name:	Hafs Academy	Assessment conducted by – name:	Kazi Hussain		
Covered by this assessment:	Hafs staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Headteacher		
Assessment date:	04/08/2020	Review interval:	Daily week 1, weekly from week 2	Date of next review:	01/09/2020

Note: Risks assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents										
DfE/Local Authority documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Safe working in education, childcare and children’s social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>COVID-19: cleaning in non-healthcare settings</p>									
School Specific:	<p>School Re-opening Principles I</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>2 bubbles:</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>2 Areas:</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>School Times</u></th> </tr> </thead> <tbody> <tr> <td>Bubble A: Key Stage 3</td> <td>Area 1: Room 2, 3 & 10</td> <td>7:30am – 1:20pm</td> </tr> <tr> <td>Bubble B: Key Stage 4</td> <td>Area 2: Room 6/7 & 11</td> <td>7:30am - 1:15pm</td> </tr> </tbody> </table> <p><u>Entrance and Exit:</u></p> <p>Bubble A: Gate A</p> <p>Bubble B: Gate B</p> <p>Note:</p> <p>-Friday school ends at 1pm for ks4 and 1.05pm for ks3</p>	<u>2 bubbles:</u>	<u>2 Areas:</u>	<u>School Times</u>	Bubble A: Key Stage 3	Area 1: Room 2, 3 & 10	7:30am – 1:20pm	Bubble B: Key Stage 4	Area 2: Room 6/7 & 11	7:30am - 1:15pm
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Probable	Possible	Remote		
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H		
	Severe: Causes physical injury or illness requiring first aid.	H	M	L		
	Minor: Causes physical or emotional discomfort.	M	L	L		
Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
Spread of COVID-19 due to poor hygiene and infection control	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>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</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any 	Y	Parent to be informed letter (16/08/20) Staff to be informed via email and Meeting (01/09/20) Pupils to be informed on 1st day back (07/09/20) Year 7 to be informed on induction day (04/09/20)	Y	L
			Y	<ul style="list-style-type: none"> WCs Hand washing schedules in place for each class/bubble not required initially. To be reviewed during 1st week. Designated toilets/handwashing station identified for each bubble. 	Y	
			Y	Deputy HT or der all PPE equipment in August with delivery times by 30 th Aug		
			N	Cleaner to be advised of his new schedule in August.	Y	
			Y	Training during Inset day in first week of Sept.		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<p>contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> Infection control training is arranged for staff that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. It is defined which bubbles are using which toilets and sinks Handwashing routines are re-taught to pupils using suitable video. Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> Posters are downloaded/made/bought that remind pupils and staff about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. The location of bins around the school is checked on, and more are ordered if necessary. A schedule for bins to be emptied / disinfected is in place and is adhered to. 	<p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p><i>Pupil trained on 1st day back</i></p> <p><i>Training during Inset day in first week of Sept.</i></p> <p><i>Training during Inset day in first week of Sept.</i> <i>Pupil trained on 1st week back</i></p> <p><i>Pupil trained on 1st week back</i></p> <p><i>Admin staff to do during INSET days in 1st week September and daily checks afterwards</i></p> <p><i>Admin Staff to check last week of Aug</i></p> <p><i>Admin Staff to check last week of Aug</i> <i>Cleaner to be trained in last week of Aug</i> <i>Pupil informed on 1st week back</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Pupils using public transport are reminded of the need to wear face coverings/masks. A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. Stock checks and stock control are maintained. <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. Each pupil keeps their own stationary in a labelled in school in the own cupboard space Arrangements are in place to avoid touching pupils' mobile phones and to avoid queues forming if they need to collect them from a central point. <i>An approach might be to discourage pupils from bringing mobile phones to school. In the event that a pupil needs a phone – for instance if they</i> 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p><i>Deputy HT to order in 2nd week of Aug</i></p> <p><i>Assigned to Admin Staff & Management</i></p> <p><i>See Covid-19 parent letter (16/08/2020) Covid 19 timetable implemented from the 1st week of school (07/09/20) One break in the day. Students stay in their allocated room.</i></p> <p><i>Science and ICT teacher to take lead on cleaning the equipment</i></p> <p><i>Students have been informed to bring their own stationary</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<p><i>travel a distance to school, they are instructed to keep their phone in their bag, switched off, throughout the day.</i></p> <ul style="list-style-type: none"> • Arrangements are in place for pupils to use lockers, safely, without queues forming or bubbles mixing. • Specific lessons where practical equipment may need to be used, such as in science labs or IT labs - these specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. • The need for staff to take pupils' work away from school is minimised. Pupils' self-assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input and feedback is corrected by teachers wearing gloves. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home 	<p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Pupils have been allocated boxes for their mobile phones. This will be kept according to bubbles</p> <p>Pupils have own storage area in their own classroom</p> <p>Cleaner to be advised</p> <p>Beginning and/or end of Lessons IT teacher to manage</p> <p>Staff to be informed during Inset days Pupils informed on 1st week back. Parents informed in Covid 19 letter</p> <p>Admin to check daily</p> <p>Admin to check in 2nd week of sep and thereafter when stock levels reach 30%</p>	<p>Y</p>	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<p>with symptoms, for the parents of that child and other members of the bubble.</p> <ul style="list-style-type: none"> Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> Contact details for local Public Health England team and local authority health and safety team are readily to hand. <p>https://www.gov.uk/health-protection-team PHE North East and North Central London Health Protection Team, Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square, London, EC4Y 8AE necl.team@phe.gov.uk; phe.nenclhpt@nhs.net Phone: 020 3837 7084 (option 1) Fax: 020 3837 7086 Out of hours for health professionals only: 020 7191 1860</p> <ul style="list-style-type: none"> A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-4-what-to-do-if-you-suspect-an-outbreak-of-infection A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> The school responds immediately to advice provided by the local health protection team. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff advised during Sept INSET days Admin to check daily Parents informed through Covid 19 letter</p> <p>HT to prepare NHS test and trace info</p> <p>HT to contact PHE and LA by phone</p> <p>Admin to maintain record</p> <p>Provided by HPE after outbreak</p> <p>HT is responsible for this</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
				HT is responsible for this		
Pupils operate in discrete year group 'bubbles' but there are risks of these bubbles mixing at certain times		<ul style="list-style-type: none"> • Current government guidance is being applied. • Each discrete year group 'bubble' is allocated a home base comprising a suite of rooms where most of their learning will take place. • Pupils will stay within this area except for specialist teaching (i.e. where the use of specialist equipment is necessary). • All specialist teaching facilities are cleaned and disinfected after before use by a new group. Schemes of work are reviewed to plan the use of specialist facilities so that different year group bubbles do not use them in quick succession. This reduces the need to clean too frequently. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • Staggered arrival and leaving times; break times are in place • Timetable has adjusted to ensure that students do not mix, both lunch and prayer times have been discontinued in the Covid-19 timetable 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>See School' Covid-19 re-opening HT letter</p> <p>Deputy HT to set timetable in this way</p> <p>Teachers to identify such resources during Inset days in Sept.</p> <p>Pupils trained on 1st week back</p> <p>Deputy HT to set timetable in this way</p> <p>Staggered arrival time not required as pupils enter from different gates. However, this is to be monitored and if required staggering arrival time will be applied</p>		
Maintaining effective social distancing to prevent spread of COVID-19		<ul style="list-style-type: none"> • Current government guidance is being applied. • Pupils are operating in discrete year group 'bubbles'. • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles. • Staff and pupils are regularly reminded about social distancing. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff advised during Sept INSET days</p> <p>Pupils advised on 1st week back at school</p> <p>HT to remind Staff. Teachers to remind Pupils</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Clear social distancing signage is in place throughout the school. • Arrangements have been made for assigned pupils and staff only to mix in their small, consistent group or 'bubble'. • Timetabling and designation of spaces has been undertaken carefully to ensure that bubbles do not overlap. • Supervision and staggering of break times prevents pupils from different bubbles from mixing in toilets. • Arrangements for the provision of PPA do not undermine the integrity of any bubble. • Where necessary, classrooms have been remodelled so that pupils are in rows facing the front by using benches (not tables and chairs) to allow extra space in the room helping air circulation. • Spare chairs and desks have been removed. • Classrooms are well-ventilated. Windows and door are always kept open. • Outdoor learning is incorporated into the curriculum where possible, although outdoor play equipment must not be used without thorough cleaning between usage of pupils from different 'bubbles'. • P.E. should be prioritised Outdoors where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception, prayer room). • Congregational assemblies and other large gatherings are cancelled. • Signage is in place to deter parents from gathering at the school gate. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p>HT/Deputy HT to decide positions of signs in 2nd week of Aug Class Timetable.</p> <p>Admin to arrange tables in last week of Aug</p> <p>Admin to arrange during Inset days HT/Deputy Ht to check in 2nd week of Aug</p> <p>Deputy HT to check with P.E. teacher</p> <p>HT to check with P.E. teacher</p> <p>HT/Deputy HT to decide positions of signs in 2nd week of Aug</p> <p>As staff numbers are small (<20) whole school meetings/Insets can take place</p> <p>Admin to do during INSET days</p> <p>Admin to advise HT on staff numbers each day</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Access to toilets is planned and managed to avoid large groups/queues from forming. • Activities that involve shared resources/equipment are avoided. • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. • Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. • Breaks are fixed in classrooms • Pupil behaviour policy has been reviewed and updated in light of the new discrete year group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. • Senior management closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">N</p> <p style="text-align: center;">Y</p>	<p>Admin to schedule WC usage</p> <p>Teachers to identify such resources during Sept Inset days However, on the whole at any 1 time all pupils will be moving in the same direction. Pupils are advised to wear face mask while walking in the corridors</p> <p>HT to update policy prior to 7th September - pupils start date Parents advised at end of Aug Staff advised during Sept INSET days Pupils advised on 1st week back at school.</p>		
<p>There is a member of staff or pupil with suspected COVID-19 symptoms in school</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19. • Advice is sought from the local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest government guidance (Families of staff/pupils without symptoms do not 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p>HT to manage full process. In his absence Deputy HT will manage.</p> <p>Staff advised during Sept INSET days Pupils advised on 1st week back at school. All will be reminded when there is a positive case</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<p>need to self-isolate unless the staff member/pupil develops symptoms).</p> <ul style="list-style-type: none"> • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance. • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance. • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE). • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance. • Arrangements are in place to notify the Trust/ Local Authority of any pupils or staff who test positive for COVID-19. • Pupils suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received and advice is received from the local health protection team. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p>All will be reminded when there is a positive case</p> <p>Parents advised at end of Aug Staff advised during Sept INSET days Pupils advised on 1st week back at school.</p> <p>Medical Room Library room</p> <p>HT (or Deputy HT) to decide at the time depending on school situation. Most likely 1 of Admin staff.</p> <p>Admin to monitor</p> <p>Deputy HT to find out how to contact LA</p>		
Access and Exit from site		<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled. 	<p>Y</p> <p>Y</p>	<p>Parents informed in Sep opening letter</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance. • Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times. • Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance. • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. • Outside doors are used to access classrooms directly where these are available. • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • The signing in touch screen is cleaned frequently with disinfectant wipes. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. • Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other on buses /in contracted taxis unless they are in the same 'bubble' • Recommendations are made to parents/pupils to avoid using public transport where possible. • Designated person(s) are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">N</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">N</p> <p style="text-align: center;">N</p> <p style="text-align: center;">N</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p>Parents informed in Sep opening letter</p> <p>Admin and Management team to supervise on rota</p> <p>HT to advise Admin staff</p> <p>Temperature check device available</p> <p>Admin to monitor this</p> <p>Students should wear face mask when travelling on public transport Admin staff designated to receive deliveries and trained in managing deliveries</p>		
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p>Staff advised during Sept INSET days</p> <p>HT to write Risk assessment as and when circumstances arise</p>	?	

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		<ul style="list-style-type: none"> Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. Guidance has been issued regarding the correct disposal of PPE. Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. 	<p>N</p> <p>N</p> <p>Y</p>	<p>Deputy HT to buy Spill Kits</p> <p>HT to advice Cleaner/Cleaner to attend training</p> <p>Admin to supply staff</p>		
Staff and pupil wellbeing						
<p>Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19</p> <p>Note: Current Govt guidance is: <i>If parents of pupils with significant risk factors are concerned, we recommend settings discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Settings should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies</i></p>		<ul style="list-style-type: none"> The latest government guidance is applied. The assumption that most staff and pupils, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to school is communicated clearly. An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable. An audit has been undertaken to assess the vulnerability of pupils (and close family members). Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable. Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school. Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over). 	<p>Y</p> <p>Y</p> <p>N</p> <p>N</p> <p>N</p> <p>Y</p> <p>N</p>	<p>Parents advised opening school letter</p> <p>Staff advised during Sept INSET days</p> <p>Pupils advised on 1st week back at school.</p> <p>Audit taken prior to by the end of September.</p> <p>Audit to be taken during August holidays</p> <p>HT to do after audits are completed</p> <p>HT to monitor changes in latest government guidance</p> <p>HT to write individual risk assessments</p>		

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Mental health concerns for staff and pupils due to COVID-19		<ul style="list-style-type: none"> Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. Staff are directed to useful websites and resources that they might find helpful themselves. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#pupil-wellbeing-and-support https://www.gov.uk/guidance/teaching-about-mental-wellbeing https://www.minded.org.uk/ https://covid.minded.org.uk/ Head and Deputy Head managers stay in touch regularly with staff and check that they are well. Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. Appropriate work plans are agreed with staff and support is provided where necessary. Staff working from home help to provide remote learning for any pupils who are not at school. Staff are considered as individuals and managed accordingly. Wellbeing and work-life balance are promoted with all staff. The school has access to trained staff who can deliver any bereavement counselling and support. 	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>This will be done during Assemblies and PSHEE sessions</p>		
Operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational		<ul style="list-style-type: none"> Current government guidance is being applied. All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period. 		Refer to principle		

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		<ul style="list-style-type: none"> • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • Staff have been trained /briefed across disciplines to avoid any single points of failure. • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. 		<p>In the event that sufficient cover is not available, then school will be closed and online only learning will commence until sufficient cover is available.</p> <p>HT to oversee cover training requirements</p> <p>HT to oversee staff training requirements</p> <p>Principle to check and to arrange training for further staff if required</p>		
Additional site-specific issues						
		•		•		
		•		•		
		•		•		