



# EDWARD PEAKE MIDDLE SCHOOL

## RISK ASSESSMENT

SEPTEMBER 2020



<b>Purpose of risk assessment</b>	Full reopening of Edward Peake Middle School September 2020	<b>Assessment Number</b>	Full school risk assessment Autumn 2020
<b>Assessment by:</b> <b>Signature:</b>	H.L. Butchard	<b>Date of review</b>	Weekly depending on current government guidelines.
<b>Position</b>	Deputy Headteacher	<b>Location of activity</b>	School site

The safety and wellbeing of all members of our community remains our highest priority. This risk assessment has been produced in line with government guidelines regarding COVID-19. The risk assessment covers all aspects of the school environment. Individual risk assessments for specific pupils and staff will be produced in addition to this document.

The risk assessment will cover the following areas:

- **Planning and Preparation phase (Staffing, organisation and resources)**
- **Protection for all (social distancing, PPE, H+S, reporting accidents, first aid, emergency procedures, cleaning, and building work)**
- **Opening procedures (Transmission, symptoms, cases and testing and wellbeing and workload)**
- **Safeguarding**
- **Governance**
- **Finance and HR (policies and procedures)**

The pre risk assessment checklist has been completed and RAG rated in line with government guidelines.

Green: Low risk (Systems/processes are in place or can readily be implemented to significantly reduce any risk)

Amber: Medium risk (some challenges but able to sufficiently reduce risks to safely/take action)

Red: High risk (significant impact on the school's ability to function safely/make required or appropriate provision)

The school recovery planning document from Central Bedfordshire Council was completed in July 2020 and shared with the governors.



Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020  Staffing	Staff  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with someone in relation to school	Development of COVID-19  Illness or death  Emotional distress	16	Staffing levels have been monitored and reviewed to ensure we have enough staff to supervise groups in school. A COVID-19 staff tracker is in place which details cases, symptoms, isolation information and return to work dates. The shielding process has been removed from the government guidance. Additional staff will be redeployed if required. Support and Site staff levels are monitored to ensure there are enough members of staff to provide support and site maintenance/cleaning.	Y	12
				Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Regular guidance will be emailed to staff from the leadership team. Staff are expected to follow the procedure for reporting COVID-19 symptoms. Staff will isolate on school site until they are able to travel home or be collected. Full details can be found in the symptoms, testing and potential cases section.		
				Clinically extremely vulnerable individuals who had previously been shielding have been contacted to discuss risk assessment.		
				Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. Staff are not allowed in to certain areas of the building following deep cleaning in order to reduce infection rates. This is part of our social distancing process.		
				All staff have been assigned to a team and buddy group in order to share concerns and keep in touch. All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required. Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.		
				Workloads are regularly reviewed by the leadership team. New marking and feedback policy to reflect teacher workload and Covid-19 protection measures.		
				Where practicable, staff should always keep at least two metres apart and avoid close proximity interaction. Where close proximity interaction (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to:		



			<ul style="list-style-type: none"><li>•Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely.</li><li>•Work facing away from each other or side-by-side, where possible, instead of face-to-face.</li><li>•Where face-to-face interaction is essential, minimise the frequency and duration of the interaction.</li><li>•Limit close proximity interaction to 15 minutes at a time.</li><li>•Limit the number of people in close proximity interactions to no more than two people.</li></ul> <p>Full details can be found in the staff guidance document issued 03.09.20</p>		
			<p>Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the leadership team, e.g. remote meetings are arranged.</p> <p>Full details can be found in the staff guidance document issued 03.09.20</p>		
			<p>Four staffroom locations have been organised to ensure social distancing measures can be adhered to.</p> <ul style="list-style-type: none"><li>- Main staffroom</li><li>- Hall staffroom</li><li>- New build upper floor staffroom</li><li>- New build ground floor staffroom</li></ul> <p>Full details can be found in the staff guidance document issued 03.09.20</p>		
			<p>Staff toilet facilities will be shared amongst all staff. Full information will be provided to staff in the information booklet on 03.09.20</p>		
			<p>Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form. Full information will be provided to staff in the information booklet on 03.09.20</p>		
			<p>Face to face contact with parents is minimised and alternative arrangements are in place. Telephone calls and emails will be the alternative forms of communication to parents.</p>		
			<p>Where staff cannot follow social distancing arrangements for a particular activity, the leadership assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. Continued review of new activities.</p>		



				Staff experiencing anxiety/emotional distress or staff who have concerns are supported to ensure they are comfortable coming into school and to ensure maximum staff availability / attendance. The school has a mental health lead and mental health first aiders. Information has been communicated to staff.		
				Specific risk assessments completed for staff who identify as BAME following government advice regarding COVID-19 risk. Continued review of previous risk assessment. Specific risk assessments completed for staff who have existing conditions or returned to work following shielding.		

Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020 Organisation/ Rooms/premises	Staff/pupils  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with someone in relation to school	Development of COVID-19  Illness or death  Emotional distress	16	<p>Site survey carried out to review the size of rooms on 28.08.20. Items of furniture to be removed from different classrooms to allow for use. Concern regarding storage due to lack of space. Full list of room capacity has been provided to the leadership team.</p> <p>New build handed back to school control 04.09.20. The school has four staffrooms to allow for staff social distancing.</p> <p>Entry and exit waiting zone will be created using two different entry and exit points. Full information will be provided to all members of the Edward Peake community on 03.09.20 New drop off and collection arrangements for parents and carers will be issued on 03.09.20. Updated floor markings put on the front drive on 06.09.20</p> <p>Social distancing tape and paint will be marked on different areas of the school site. Staff to be aware that social distancing will not be followed when entering/exiting cars. Staff will be encouraged to walk/cycle to school.</p> <p>Classrooms have been arranged to ensure they meet the government guidance. - Front facing - Teacher desk is socially distanced from the children as per the government guidance.</p> <p>The school field will be organised to ensure suitable space for break and lunchtimes. Bubbles will be allowed in to designated spaces on both the field and playground.</p>	Y	12



				Guidance on the staffroom will be issued to staff on 03.09.20 in the staff information booklet.		

Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020  Resources	Staff, pupils, contractors	Resources are running low so school at risk of closing.  Inadequate level of resources to support teaching sessions.  Inadequate resources to keep the community safe	12	Financial management checks carried out regularly.  Weekly review of resources by the first aid, admin and designated senior leader.  Additional cleaning required due to confirmed or suspected coronavirus cases.  Section to be regularly reviewed in line with budget procedures.	Y	8

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Reopening Sep 2020	Staff, pupils, contractors	Resources are running low so school at risk of closing.  Inadequate level of resources to support teaching sessions.	12	Uniform is required for all days, except when PE is timetabled – on days when PE is timetabled, students should wear their sports kit.  Pupils will need to provide their own equipment (blue/green/red pens, pencils, coloured pencils, ruler, rubber, pencil sharpener, glue stick).  Pupils will need a reading book and a water bottle.  Pupils will need a bag as we will not be using lockers for the foreseeable future.	Y	8
Pupil resources		Inadequate resources to keep the community safe		The lockers in the new build are fixed to the floor and this reduces the space in the main entrance. The measurement between the two set of lockers in the new build main entrance is 2260mm.		

Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
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Reopening Sep 2020  Protection for all (social distancing)	Staff, pupils, contractors  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying	Development of COVID-19  Illness or death  Emotional distress	16	<b>Hands, nose and face</b> <ul style="list-style-type: none"> <li>Ensure that all adults and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand washing. Several hand sanitiser stations will be placed around the building.</li> <li>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. Hand sanitiser stations will be set up for staff and pupils entering the building.</li> <li>Staff and pupils are encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Boxes of tissues will be placed in each room.</li> </ul>	Y	12



	<p>health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>		<p><b>Outside spaces</b> Outside spaces will be for exercise, break and lunch only. Any member of staff requiring outside space for other reasons must make a formal request to H.Butchard who will undertake a risk assessment.</p> <p>The field will be fenced off into different areas:</p> <ul style="list-style-type: none"><li>• PE teaching spaces</li><li>• Recreational spaces for bubble groups</li><li>• Emergency zone for alternative fire muster point</li><li>• Designated waiting zone for school buses</li></ul> <p>The playground will be fenced off into different areas:</p> <ul style="list-style-type: none"><li>• KS3 zone (upper playground and new playground)</li><li>• KS2 zone (lower playground)</li></ul> <p><i>*Updated map will be distributed to all staff in preparation for the new school year once zoning has taken place.</i></p> <p><b>Visitors, parents and transport</b> All visitors to site will be required to provide their contact details and addresses in line with the government track and trace system. Visitors will be provided with a dedicated appointment slot.</p> <p><b>Visitors</b></p> <ul style="list-style-type: none"><li>• No visitors on site without prior appointment or permission from SLT if a last minute visit is required.</li><li>• Parents/carers will be required to book telephone appointments with staff. Edward Peake staff will be communicating with parents/carers via telephone in order to follow current government guidelines.</li></ul> <p><b>Parents</b></p> <ul style="list-style-type: none"><li>• Pupils will not be dropped off at the main entrance without prior arrangement. SEND or vulnerable children may need this arrangement.</li><li>• No parent/carer vehicles will be permitted on the school site or front drive. The school will actively promote walking/cycling in line with government recommendations.</li><li>• No parent/carer will be allowed to wait at the pupil entrance or main entrance. Specific requirements for SEND children will be discussed and arranged individually with parents/carers.</li><li>• Families will be provided with a dedicated information booklet prior to school starting.</li></ul> <p><b>Transport</b></p> <p>With regard to transport, the government guidance remains, wherever possible, to avoid public transport (including school transport) and either walk or cycle to</p>		
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			<p>school, or travel in your own car. The school has issued a letter from CBC regarding school transport on 04.09.20.</p>		
			<p><b>Entry and exit points in to school</b> Full and detailed guidance will be provided to staff on 03.09.20</p> <p>The arrangements will involve a staggered start. Each key stage bubble will use a different entrance.</p>		
			<p><b>Toilets</b> The toilets will be cleaned on a regular basis. Toilets will be allocated to different groups to minimise the contact between staff.</p> <p><b><i>Single use toilets - Dowd zone</i></b></p> <p>To be used by admin staff, SLT, and pastoral team.</p> <p><b><i>Main toilet block in the admin area.</i></b></p> <p>To be used by the teaching staff and TAs.</p> <p>The disabled bathroom in the admin area should be used as a unisex toilet.</p> <p><b><i>Unisex toilets in the Franklin/Elgar zone</i></b></p> <p>The two toilets in the Franklin/Elgar zone will be used as unisex toilets. This set of toilets should be used by teaching staff in these zones / KS3 staff attached to the staffrooms.</p> <p>Groups will use specific toilets:</p> <p><b>Year 5 will use the toilet block in this zone at all times. (Seacole area toilets)</b></p> <p><b>Year 6 will use the individual male and female toilets (Dowd area toilets) They will be permitted access to their own toilets at lunchtime.</b></p> <p><b>KS3 will use the Johnson, Franklin and Elgar area toilets. Please note only the ground floor toilets in the new build will be used at lunchtime. KS3 will use the Morris area toilets at lunchtime.</b></p> <p>Toilets on the new build upper floor should not be used during break and lunchtimes.</p>		



				<p><b>Assemblies</b> Assemblies will be delivered electronically. Opportunities for collective worship will be created using the google drive. No whole school assemblies or collective worship in the megahall.</p>		
				<p><b>Signs</b> Signs showing the different routes around the building. Social distancing posters will be displayed in key areas. Floor markings or signs are used, where necessary, to indicate any social distancing spacing, e.g. where queues are likely to form. Stick to the left hand side at all times.</p>		
				<p><b>Equipment</b> Every pupil is asked to provide the following basic items of equipment for every lesson</p> <p>Black/blue handwriting pen (not a biro or cartridge pen) Pencil 30 cm ruler (non-bendy) Pencil eraser Pencil sharpener Colouring pencils/fine fibre tips Calculator A4 plastic wallet for homework Water bottle Reading book</p>		
				<p><b>Reduce mixing in school</b> Accessing rooms directly from outside where possible in line with H+S policy. Fire doors may be used by groups in the year five area only. One-way circulation signs and tape will be used in the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. Staggering lunch breaks – children will be eating in classrooms. Some children and young people will need additional support to follow these measures. Individual risk assessments in place for Alternative arrangements are in place if first aid is required.</p>		
				<p><b>Uniform</b> Children will return to wearing full school uniform. The government guidelines state that no special considerations need to be applied to the uniform and it can be worn everyday. Children will be allowed to wear the school PE kit on designated PE lesson days.</p>		



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<p>Reopening Sep 2020</p> <p>Protection for all</p> <p>PPE</p> <p>Face coverings</p>	<p>Staff</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p> <p>16</p>	<p>Development of COVID-19</p> <p>Illness or death</p> <p>Emotional distress</p>	<p>12</p>	<p>PPE will be provided to staff delivering first aid and cleaning COVID-19 areas.</p> <ul style="list-style-type: none"> <li>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul> </li> <li>Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum</li> </ul> <p>The government is not recommending universal use of face coverings in all schools. Face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>KS3 will be expected to wear a face covering in the following areas:  Corridors  Shared spaces (megahall/sports hall if a bubble briefing takes place)  Entering and exiting the school site to ensure protection for all.</p>	<p>Y</p>	<p>8</p>
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			<p>Pupils will not be expected to wear face coverings when eating lunch in the megahall or using outside spaces.</p> <p>The face covering should be taken off correctly when pupils reach their classroom.</p> <p>KS3 children will be expected to wear a face covering on the school bus.</p> <p>KS2 pupils are not expected to wear a face covering at all. A pupil in KS2 may select to wear a face covering in the same areas as KS3. The school will actively support families who wish to do this.</p> <p>No pupil will wear a face mask in the classroom when a lesson or intervention session is taking place.</p> <p><b>Staff</b></p> <p>Staff will be allowed to wear masks and visors in the following areas: Corridors Shared spaces (mega hall, sports hall, corridors, front office, shared office spaces, staffrooms, prep rooms and group working rooms)</p> <p>Staff do not have to wear a visor or mask. The school will actively support staff to make their own informed choices regarding health and safety.</p> <p>Staff will not be expected to wear face coverings when eating lunch/ drinking or using outside spaces.</p> <p>A visor will be provided to all support staff, teaching assistant and technical staff due to the likelihood of closer interaction with pupils.</p> <p>Teachers will be provided with a disposable blue mask. The school strongly advises that teachers use their own reusable mask.</p> <p><b>Visitors</b></p> <p>All visitors to school will be expected to wear masks or visors when attending the school site. Visitors will be asked to pre book appointments. Parents will be encouraged to attend virtual meetings. The finance team will contact suppliers and issue guidance regarding delivery drop off. On site meetings will be limited to 15 minutes as part of the Covid-19 protective measures.</p> <p><b>Local restrictions apply</b></p> <p>In areas where local lockdowns or restrictions are in place, face coverings should be worn by ALL adults and pupils (in years 7 and above) except those who are exempt in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</p>		
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			<p>The use of face coverings is subject to change depending on government guidance. Staff should ensure they remain up to date with emails from the leadership team.</p> <p><b>Exemptions</b> Some individuals both staff and pupils, are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"><li>-cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li><li>-speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li></ul> <p>Teachers and other staff should be sensitive to those needs. The inclusion team will be putting together a list of vulnerable pupils who are exempt.</p> <p><b>Access to masks</b> Public Health England has made available resources on how to make a simple face covering. This can be found here: <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will have a small supply in stock. Form tutors should make J.Rowley and H.Butchard aware of any such cases.</p> <p>No-one will be excluded from education on the grounds that they are not wearing a face covering.</p> <p><b>Safe wearing of face coverings</b></p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>		
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Reopening Sep 2020	Pupils Staff Visitors Contractors	Development of COVID-19 Illness or death from other injuries and COVID-19 Emotional distress	12	The existing H+S policy will still be used in line with the school risk assessment and specific COVID-19 related guidance. Specific fire safety information shared with staff 06.09.20 Staff should be aware of their own H+S and ensure they have read the staff information booklet issued on 03.09.20	Y	8

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Reopening Sep 2020 Protection for all reporting accidents	Pupils Staff Visitors Contractors	Development of COVID-19 Illness or death Illness or death from other injuries and COVID-19 Emotional distress	12	Reporting accidents will still follow normal whole school procedure in order to protect all members of the school community. All new activities will continue to have a formal risk assessment produced. Guidance surrounding educational visits will be communicated to staff.	Y	8



Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
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Reopening Sep 2020	Pupils Staff Visitors	Development of COVID-19  Illness or death Illness or death from other injuries and COVID-19  Emotional distress	12	<p>A First Aid addendum will be issued to all members of the community outlining the use of PPE in the event of COVID-19 procedures. This policy will continue to run during the first half term.</p> <p>The medical room will be used for other issues other than COVID-19. Guidance will be provided to staff regarding medical support in the staff information booklet issued on 03.09.20</p> <p>The medical risk assessments for specific individuals will be followed and reviewed on a regular basis.</p> <p>All other policies connected to First Aid remain unchanged.</p> <p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Edward Peake will reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.</p>	Y	8

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Reopening Sep 2020  Protection for all	Pupils Staff Visitors Contractors	Development of COVID-19  Illness or death from other injuries including smoke	16	<p>Fire drills are still happening as per the normal school procedure. The site agent will complete the drill with a reliable member of the admin team if the senior leader is not available due to illness or absence. Fire exits should be used as described in the H+S policy. Information regarding fire doors can be found in the ventilation section.</p>	Y	12





emergency procedures		inhalation. Emotional distress		Children to be informed that normal emergency procedures should still apply. If the fire alarm activates, commence your normal emergency procedures. Social distancing will not be enforced during fire drills.		
				Suitably trained staff (fire marshal) or a member of the leadership team should investigate the source of the alarm seeking to establish if it is a fire or a false alarm.		
				If, at any point during the investigation a fire is discovered or there is a smell of burning or smoke that cannot be accounted for, dial 999 and ask for the fire service immediately – stating that an evacuation is in progress.		
				The fire alarm system should be re-set by a competent member of staff and the fire alarm log book updated with a record of the event.		
				Fire muster will remain on the playground due to spacing restrictions around the site. School staff will not be able to adhere to social distancing as much when registering the children. Social distancing will not be adhered to during the evacuation process. The priority is to clear the building of people in a given timeframe. Fire drills will take place during the first two weeks of the term.		
				Seven bells will be called by a member of the leadership team in the event of a lockdown/intruder concern. All pupils and staff should take cover underneath a desk to ensure safety. Doors should be closed. Social distancing will not be adhered to in the event of a lockdown/intruder concern.		
				Concerns should be discussed with the Deputy Headteacher.		



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Reopening Sep 2020 Protection for all cleaning	Pupils Staff Visitors Contractors  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with someone in relation to school	Development of COVID-19  Illness or death  Emotional distress	16	<p>Arrange for increased stocks of soap and hand sanitiser in toilets and shared spaces. Set up hand sanitiser stations around the building.</p> <p>Prop doors open that are not fire doors to increase ventilation in rooms. Fire doors should not be propped open unless ventilation levels are limited in rooms. It is essential that this hazard is balanced against the risk of uncontrolled spread of fire and smoke when a fire occurs. A full survey of rooms will be completed to monitor ventilation levels. Propped doors will limit the use of door handles and potential transmission. Toilet doors should not be propped open as it is a safeguarding breach.</p> <p>Windows should be opened in all rooms to encourage natural ventilation across all areas. Windows should be opened before the start of the school day to minimise transmission rates. Windows can be opened by class teachers. Hand sanitiser must be used before and after windows are opened or closed. Only adults should be touching window handles.</p> <p>Bins will be emptied twice a day (afterschool and lunchtimes). Lidded bins will be used in classrooms.</p> <p>School will use the 'catch it, bin it, kill it' procedure. All tissue waste MUST be placed in lidded bins. Full induction provided to staff and pupils.</p> <p>Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Removal of soft furnishings as per government guidelines. Cleaning surfaces that children and young people are touching will be cleaned more regularly than normal. A spray bottle of disinfectant will be available in all classrooms.</p> <p>Follow the <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></p> <p>The school site will close at 5.00pm each day to allow floors, staircases and bannisters to be fully sanitised as part of Covid-19 protection measures.</p> <p>Weekend access will not be permitted until at least half term to ensure Covid-19 procedures are followed and the site remains secure.</p>	Y	10



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Reopening Sep 2020 Protection for all premises	Staff, pupils, visitors, contractors	Risk of COVID-19 transmission. Illness or death Breach in H+S procedures. Breach in compliance procedures.	12	The school premises will continue to be checked, monitored and updated following social distancing procedures and government guidelines.  Contractors will still have access to the building in order to carry out essential repairs and work only.  The premises manager will continue to monitor key areas in order to ensure compliance.	Y	8

Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020 Protection for all building work	Staff, pupils, visitors, contractors  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Risk of COVID-19 transmission. Illness or death Breach of social distancing procedures Delay in building works Financial loss to building company, school or CBC.	12	New build signed over to school control on 04.09.20. Snagging still required in new build and existing building.  Rob Hatchett, ASHE project manager will be on site until mid-September to ensure all works are completed.  Materials from the site are due to be collected on 07.09.20  Changes to the car park arrangements for 07.08 due to the skip delivery.	9	9



	Anyone else who physically comes in contact with someone in relation to school	Organisational problems for school.				
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Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
<p>Reopening Sep 2020</p> <p>Opening procedures</p> <p>Symptoms, cases and testing</p>	<p>Pupils Staff Visitors Contractors</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Development of COVID-19</p> <p>Illness or death</p> <p>Emotional distress</p>	16	<p>We will comply with the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>-book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> <li>-provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li> </ul> <p>Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>Staff to be made aware to the symptoms of Covid-19. Full guidance regarding cases and testing can be found in the staff guidance issued 03.09.20.</p> <p>The school will liaise with Central Bedfordshire Council and Public England regarding outbreaks and local lockdown restrictions.</p>	Y	12



Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020  Opening procedures  Wellbeing and workload	Pupils  Staff  Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with someone in relation to school	Unmanageable and excessive staff workload if numbers increased significantly.  Staff stress and anxiety. Potential cases of depression.  Low self esteem  Inability to teach effectively  Lack of engagement due to low levels of wellbeing.  Staff absence	14	Reintroduction of the appraisal process. Careful consideration to stress, pressure and anxiety. Appraisal process will be supportive.	Y	10
				Remove expectation for formal marking and feedback in books. Monitor remote learning to ensure feedback comments are manageable.		
				Provide training and guidance on remote learning and running google classrooms. Partnership Education to issue advice and practical support strategies.		
				Survey staff with a focus on support and wellbeing. Act on any actions or feedback from the survey.		
				Keep in touch with staff who maybe have a vulnerable home situation. Provide strategies for work-life balance via the school web platform.		
				Provide staff with information in advance of the working week. Open door policy for discussion regarding work arrangements.		
				Organise regular communication opportunities for staff. Emails, bulletins, buddy groups, team groups, school twitter and google meet for video conferencing.		



Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020 Safeguarding	Staff and pupils	Safeguarding risk if due process is not followed.  Potential cases of abuse across all areas if referrals are not made.  Harm to the child, serious injury or death of a child.	12	Additional risk assessments will be completed for specific individuals returning to school. All EHCP children returning to school have a specific risk assessment. Contact made to those requiring EHCP risk assessment by the school SEND team.	Y	8
				Safeguarding and child protection updated and will be distributed to staff week beginning 7 <sup>th</sup> September.	Y	8
				Safeguarding governor aware of developments regarding the addendum and key procedures. Full governing body update to be provided at the next FGB	Y	8
				Safeguarding team onsite at all times. Contact details of the safeguarding team provided to all staff to ensure effective communication. Staff to be regularly reminded of school and local council safeguarding procedures.  Updates regarding key families distributed to relevant staff.  Safeguarding training to be completed by all staff 03.09.20. Training dates recorded on the SCR.	Y	8
				Safer recruitment procedures being followed in line with relevant guidelines. Interviews will be carried out in line with Covid-19 secure procedures. SCR will be reviewed and monitored by the HR/Safeguarding team.	Y	8
				Mobile phones will be dropped off in the sports hall via the entrance and exit stations. A desk will be provided for each year group and then the phone will be placed on the desk. The mobile phone must be turned off and clearly labelled. Masks must be worn by children when completing this activity. A member of staff wearing PPE will take the mobile phones and transport them in to the plastic bags designated for each year group. The mobile phones will then be stored in the front office. The phones will be collected from the sports hall at the end of the day using the designated entrance and exit points.	Y	8
Updated procedure for safeguarding  Each member of staff will be provided with a pack of cause for concern forms. A secure and locked box will be in the front office for any blue, yellow or pink forms. A member of the safeguarding and inclusion team will action the forms daily.	Y	8				



			<p>Red forms should be filled in and handed to the lead member of the safeguarding team. Red forms will be actioned by the relevant member of staff.</p> <p>This procedure will run in to the end of term. The box will be checked daily by whoever the safeguarding lead is on that day and actioned. Blue concern forms will be scanned and emailed to the SENDCo and administrator.</p> <p>Safeguarding training to be completed by all staff on 03.09.20</p>		
			<p>Weekly check in with vulnerable families and outside agencies. Home visits carried out if required. Staff will adhere to strict social distancing procedures.</p> <p>Very effective pastoral support from HIVE team, safeguarding and behaviour. Inclusion meetings conducted virtually to review support and procedure. Duties shared between the inclusion and safeguarding team to allow for staff illness and absence.</p>	Y	8
			<p><b><u>Guidelines issued for remote working if required</u></b></p> <p>These protocols are expected to be adhered to by all staff. The protocols are designed to support and protect staff and safeguard pupils:</p> <ul style="list-style-type: none"> <li>- Communication between staff and pupils can only be through: School email and Google Classrooms.</li> <li>- No live communication using videos should take place.</li> <li>- Pre-recorded videos can be used by staff to issue instructions or explain tasks. Videos should be recorded without other people in the video.</li> <li>- Staff should be professionally and appropriately dressed.</li> <li>- The background needs to be appropriate and safe (for example a bedroom would not be considered an appropriate venue).</li> <li>- Any safeguarding issue should be reported immediately to either the DSL or Headteacher.</li> <li>- Responses to comments on the google classroom should be professional and in line with the school code of conduct.</li> <li>- No communication with parents, carers or pupils via social media or using personal mobile phones.</li> </ul>	Y	8
			<p><b><u>Safeguarding protocols for working in school during Covid-19 pandemic.</u></b></p> <p>These protocols are expected to be adhered to by all staff. The protocols are designed to support and protect staff and safeguard pupils. Adhere to staff code of conduct expectations in relation to working with children;</p>	Y	8
				Y	



				<ul style="list-style-type: none"> <li>- Staff to follow a clear timetable for provision as planned in advance and shared with all staff on site.</li> <li>- Ensure the environment is accessible to all (i.e. doors open and in shared spaces where possible).</li> <li>- Utilise opportunities to work with other staff present wherever possible.</li> <li>- Follow hygiene and personal protection procedures.</li> </ul>		
<b>Policies for mobile phone use on the school site will remain in place.</b>						

Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020  Governance	Staff/pupils/community	What will the determining factors be for the decisions they will need to make?  How will potential reopening impact on pupils, staff, visitors, governors and community?	10	Governors are involved in the discussion and planning for reopening. Planned reviews to evaluate what is happening on a regular basis.	Y	7
				Governors and leaders have determined how they will communicate the intended plan for re-opening the school.	Y	7
				Aspects of governance/ meetings/ reporting have been put aside to fully enable and support leaders to manage the immediate situation have been identified.	Y	7
				Governors understand how the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.	Y	7





				Governors know how they will support Leaders during phases of reopening and how they will assure themselves of the safety of staff and pupils.	Y	7
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Hazard / Risk / Focus area	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Reopening Sep 2020  Finance and HR (policies and procedures)	Staff / pupils/ external companies	Low stocks of resources if unable to order.	10	Learning resources and supplies in place for when children return. Ordering resources via google drive with the finance	Y	7
		Potential financial loss to the school if invoices to companies are not raised.		Governors kept up to date regarding finance matters in line with the new school budget.	Y	7
		HR procedures not being compliant.		Cheque signing procedure in place to ensure invoices are paid. Clear procedure for wages to be paid.	Y	7
		Availability of staff due to illness from COVID-19.			Y	7



### RISK RATING

<b><i>Likelihood (L) x Severity (S) = Risk Value (RV) = Risk Rating (RR) = Action Priority (AP)</i></b>
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<b>Likelihood</b>	
<b>1</b>	Unlikely to happen at all
<b>2</b>	Could happen but rarely
<b>3</b>	Likely to happen
<b>4</b>	Highly likely to happen
<b>5</b>	Almost certainly happen

<b>Severity</b>	
<b>1</b>	Minor Injury eg. bruise, graze
<b>2</b>	Requiring medical attention
<b>3</b>	Temporary disability / 3 days off work
<b>4</b>	Serious injury / long term illness
<b>5</b>	Death or permanent disability

<b>Risk Value</b>	<b>Risk Rating</b>	<b>Action Priority</b>
<b>16 - 25</b>	Very High	Stop activity until risk is controlled
<b>10 - 15</b>	High	Take action straight away to control risk
<b>6 - 9</b>	Medium	Identify improvements to controls & a plan to implement them
<b>3 - 5</b>	Low	Low priority but consider possible action
<b>1 - 2</b>	Very Low	Further action may not be reasonably practicable

### RISK ASSESSMENT REVIEW:

Where changes are identified at review the original risk assessment should be updated and saved as a new version (a copy of the original risk assessment should be retained). If no changes are required this should be noted below.

<b>Date of Review:</b>	<b>Assessor's Name:</b>	<b>Assessor's Signature:</b>	<b>Outcome of review:</b> (Risk assessment reviewed & re-issued / No changes identified)	<b>Senior Manager's Name:</b>	<b>Senior Manager's Signature:</b>	<b>Date signed:</b>	<b>Next Review Due:</b>

### Resources to support the school risk assessment

[guidance on hand cleaning](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak guidance,](#)



[Actions for schools during the coronavirus outbreak.](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Early Years Foundation Stage](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[COVID-19: guidance for households with possible coronavirus infection](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[guidance for special schools, specialist colleges, local authorities and any other settings](#)