

# COVID-19: Checklist & model risk assessment for the safe operation of schools during pandemic.

**Schools Safety Guide (SSG)**

## Document information

Document title	COVID-19: Checklist & model risk assessment for the operation of schools during pandemic.		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	12
Effective from	15 <sup>th</sup> May 2020	Approved on	15 <sup>th</sup> May 2020
Last updated	5 <sup>th</sup> March 2021	Last updated by	J Sheen
Review date	Ongoing		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

## Introduction

Schools reopened to certain year groups on 1<sup>st</sup> June 2020, as part of a staggered return to full occupancy.

Government have now advised that the prevalence of Coronavirus has decreased, the NHS Test and Trace system is up and running and that they are clear about the measures needed to be in place to create safer environments in schools and therefore schools should plan to fully reopen at the start of the next academic year, September 2020. The measures set out in the guidance below should provide a framework for school leaders to put in place proportionate protective measures for both children and staff.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools. In particular (guidance listed with the latest first)

- [Face Coverings in Schools](#)
- [Transport to School and other places of education](#)
- [Guidance for Full Opening of Special Schools and other Specialist Settings](#)
- [Guidance for full opening schools](#)
- [Further Education Provision - What providers need to do from the start of the 2020 autumn Term](#)
- [Actions for early years settings during Covid19](#)
- [Guidance for managing playgrounds and outdoor gyms](#)
- [Planning guide for early years and childcare settings](#)
- [Guidance for further education and skills providers](#)

It is anticipated that the Government will continue to update these guides and producing additional guidance over the coming days and weeks. Therefore, **it is important that school leadership make regular visits** to the [Government website](#) that is aimed specifically at schools and other educational settings.

## Checklist & Risk Assessment

This SSG comes in two distinct parts;

### Checklist

**Part 1** is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to any full reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

### Template model risk assessment

**Part 2** is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Schools that have remained open to some pupils since March/June 2020, should have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term 2020, schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity.

When schools fully open in Autumn 2020, all schools should have a current risk assessment in place to address the COVID-19 risks identified, using the controls set out in the latest guidance, which includes:

- Pupils and staff that have coronavirus (COVID-19) symptoms stay at home
- Robust hand and respiratory hygiene is in place
- Enhanced cleaning arrangements
- Active engagement with the NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

## Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## Part 1: H&S Checklist

Conducted by: **J Sheen**

Date: **5/03/21**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All compliance checks have been carried out throughout partial closure of building.  Grahams have tested the water, flushed the system and samples taken on 13 <sup>th</sup> May 2020.  Weekly and daily checks have been carried out throughout partial closure including emergency lighting, fire door checks and fire extinguisher checks.  The Fire Alarm checks have been carried out weekly.		Mike Ryan  External companies  Continuous
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All SLT in school, DSL in place and six deputy DSL s in school.  All Support Staff in school are Paediatric First Aiders.  5 x Fire Marshalls in school		J Sheen  05/03/21
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Planned fire drill during week commencing 8 <sup>th</sup> March 21	J Sheen by 12/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Social distancing issues</b>						
Have 'bubbles' been established in line with government guidance for school type.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see - <a href="#">Guidance for full opening schools</a> for guidance on 'bubbles' Children will be organised into 'class bubbles' for most of the school day. These bubbles will not exceed their Year group or come in to contact with another bubble.		J Sheen 05/03/21

<p>Have classrooms and other learning environments been organised to allow for social distancing?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <p>Tables and chairs have been set up in rows so that no pupils are facing each other. Individual class teachers have reviewed where pupils will sit. Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front. Each pupil will have their own set of resources in a pencil case/equivalent, to limit movement around the class. Children will line up when coming into class from break times, in the order of back row to front row to ease movement into classrooms and avoid children having to pass each other once seated. Classroom bins will be emptied during the day and tables cleaned before and after lunchtime. There will be a designated teacher area at the front of the class where the teacher can access their desk, the interactive board and the white board. Children should not come in to this zone where possible. All teachers' desks are fitted with a screen. All teachers should ensure adequate ventilation opening windows and their doors. During break times windows will be fully opened to allow a good flow of ventilation.</p>		<p>J Sheen 05/03/21</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Access to the Forest School area will be provided to timetabled classes.</p> <p>Physical activity, in line with government guidelines, will take place for all classes each week as part of the PE timetable. This will take place outside wherever possible.</p> <p>A timetable is in place for outdoor learning within the EYFS garden to keep Nursery and Reception classes separate.</p> <p>There is plenty of space to enable other lessons to take place outside where appropriate.</p>		J Sheen 05/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Has movement around the school been reduced?</p> <p>(e.g. use of timetable, selection of classroom etc)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will be escorted to the playground by staff. Year 3/4 and Year 5/6 will use their designated stair cases to get up and downstairs. They will use the corridor to access the toilets, keeping to the left at all times.</p> <p>All downstairs classes will access their toilets directly from their classroom.</p> <p>All non-essential movement around the school will be discouraged.</p> <p>Staffroom closed for sitting in, maximum of 4 staff at a time to photocopy or prepare refreshments.</p>		<p>J Sheen</p> <p>05/03/21</p>
<p>Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outside social distancing markers are sprayed on the ground.</p> <p>New signage is up around the school grounds.</p> <p>Tape and 'spot' markings are inside the building.</p>		<p>J Sheen</p> <p>05/03/21</p>
<p>Have assembly groups been staggered?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Assemblies will not take place in the hall. They will take place in class bubble and be led virtually across school.</p>		<p>J Sheen</p> <p>05/03/21</p>



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered / areas/venues for lunch to be eaten?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. <u>Playtime arrangements</u></p> <p>Early Years to use own playground as timetabled by EYFS Lead.</p> <p>Key stage 1 – 10.15 am playground split for each year group</p> <p>Key Stage 2 – 10.45 am playground split for each year group</p> <p>All year groups will play in their allocated zones.</p> <p>2. <u>Lunchtime arrangements</u></p> <p>Timings.</p> <p>Rec, KS1 &amp; KS2 are 1 hour long, nursery is 45 mins, as normal</p> <ul style="list-style-type: none"> <li>• Nursery                    11:45-12:30</li> <li>• KS2                         12-1pm</li> <li>• Rec &amp; KS1                12-1pm</li> </ul> <p>All year groups to play in their allocated zones.</p>		J Sheen 05/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?																												
Have drop off and collection times been staggered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Start times and entrances are as follows:</b></p> <table border="1"> <thead> <tr> <th>Year group</th> <th>Start time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8.45 morning Nursery 12.30 afternoon Nursery - main entrance</td> </tr> <tr> <td>Reception classes</td> <td>Staggered start time - doors open 8.45 - 9</td> </tr> <tr> <td>Year 1 and 2</td> <td>Staggered start time - doors open 8.45 - 9</td> </tr> <tr> <td>Year 3 and 4</td> <td>Staggered start time - doors open 8.45 - 9</td> </tr> <tr> <td>Year 5 and 6</td> <td>Staggered start time - doors open 8.45 - 9</td> </tr> </tbody> </table> <p><b>End of day times and collection points:</b></p> <table border="1"> <thead> <tr> <th>Year group</th> <th>Pick up time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>11.45 morning Nursery 3.30 afternoon Nursery</td> </tr> <tr> <td>Reception classes</td> <td>Staggered finish time - doors open 3pm - 3.10pm</td> </tr> <tr> <td>Year 1 and 2</td> <td>Staggered finish time - doors open 3pm - 3.10pm</td> </tr> <tr> <td>Year 3</td> <td>3.10pm</td> </tr> <tr> <td>Year 4</td> <td>3.20 pm</td> </tr> <tr> <td>Year 5</td> <td>3.10pm</td> </tr> <tr> <td>Year 6</td> <td>3.20pm</td> </tr> </tbody> </table>	Year group	Start time	Nursery	8.45 morning Nursery 12.30 afternoon Nursery - main entrance	Reception classes	Staggered start time - doors open 8.45 - 9	Year 1 and 2	Staggered start time - doors open 8.45 - 9	Year 3 and 4	Staggered start time - doors open 8.45 - 9	Year 5 and 6	Staggered start time - doors open 8.45 - 9	Year group	Pick up time	Nursery	11.45 morning Nursery 3.30 afternoon Nursery	Reception classes	Staggered finish time - doors open 3pm - 3.10pm	Year 1 and 2	Staggered finish time - doors open 3pm - 3.10pm	Year 3	3.10pm	Year 4	3.20 pm	Year 5	3.10pm	Year 6	3.20pm		J Sheen 05/03/21
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<p>Have parents drop off and pick up protocols been revised to minimise adult to adult contact?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <p>The following has been communicated to parents:</p> <p>This is a guide to try to reduce the traffic on site at any one time.</p> <p>Any children from KS2, who are not collected promptly, will stand outside on the social distancing markers with their teacher until they are collected. This is to ensure the doorway remains free for the next bubble to exit.</p> <p>Please keep to the above timings. It is not necessary to be 'early', just arrive within the identified window of time.</p> <p>It is important we ensure that the school site and surrounding paths do not become unnecessarily congested. With this in mind, we would ask that only one adult accompanies children to and from school. Ideally, we would ask you not to bring other children on this journey but we understand that some of you may have no alternative childcare arrangements and will need to bring some children not attending school with you. Please keep any younger children close to you while in the school grounds.</p> <p>Please ensure that you socially distance on the paths in the school grounds.</p> <p>As soon as you have dropped off or collected your child, please leave the school site. This will enable easier social distancing for other parents. Please do</p>		<p>J Sheen 05/03/21</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>not congregate around the school gates to, again, allow for easier social distancing.</p> <p>All parents and carers must wear a face covering when on site unless exempt.</p> <p>Unfortunately, parents will not be allowed to enter the school building.</p> <p>Communicating with school staff during 'drop off' and 'collection' times may not be possible. We ask instead that all communication should be via the teachers' email or telephoning the school office.</p>		
Have all unnecessary items been removed from classrooms and stored elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soft toys and furnishings, that cannot be washed, and intricate toys have been removed.		J Sheen 05/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Infection control issues</b>						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff –All staff who fit in to these categories have been individually risk assessed (all groups of staff). Advice has been sought from the Director of Public health on specific members of staff. Some staff have had to check with their GP for advice and this has been added to risk assessments. Some CEV staff will continue to work from home. Weekly welfare checks will be made by their Phase Leader.</p> <p>If pupils need to shield, the following will apply: Pupils – learning set via seesaw app plus specific tasks related to EHCP or IEPs. Welfare checks will be made by their teacher and our Inclusion Manager.</p>		J Sheen 05/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have arrangements been made to deal with if a child becomes unwell or symptomatic with Covid19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>All staff are aware of the isolation locations in school</p>	<p>Follow guidance below:</p> <p><a href="#">DofE - What to do if a pupil is displaying COVID19 symptoms</a></p>	<p>J Sheen 05/03/21</p>
Have all soft furnishing/toys etc that are hard to clean been removed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All soft toys and furnishings, that cannot be washed, and intricate toys have been removed. Excess furniture has also been removed.</p>		<p>J Sheen 05/03/21</p>
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A deep clean took place during the Summer holidays.</p> <p>All rooms have been in use since September.</p> <p>All rooms are deep cleaned following a positive case.</p>		<p>J Sheen 05/03/21</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Note: Please see latest <a href="#">Government guidance for cleaning in a non-health care setting</a></p> <p>A cleaner will be onsite daily between 9.30 and 2.30pm to clean common contact points, toilets and empty bins in addition to the daily cleaning schedule.</p> <p>Staff to clean down photocopiers after use and any other equipment they use.</p> <p>All classrooms, staffroom and offices to have access to anti-bac wipes and spray. Hand sanitizer in place at entrances, around school and in every classroom. Separate COSHH Risk Assessment available for hand sanitizer.</p>		<p>J Sheen 05/03/21</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to clean down photocopiers after use and any other equipment they use.</p> <p>Staff to wipe down the urn handle, kettle handles, fridge door, cupboard handles and microwave after use in the staffroom.</p> <p>All classrooms and offices to have access to anti-bac wipes, sanitizer and tissues. Hand sanitizer in place at entrances and around school.</p> <p>Separate COSHH Risk Assessment available for hand sanitizer.</p>		J Sheen 05/03/21
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soap and hand gel in school.		J Sheen 05/03/21
Is there a ready supply of tissues for pupils and adults?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissues for all rooms in school		J Sheen 05/03/21
Is contaminated waste disposed of regularly and appropriately (e.g. using foot operated pedal bins)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded bins in all classrooms and toilets.</p> <p>Double bagged.</p> <p>Yellow bin for body fluids.</p>		J Sheen 05/03/21



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Teaching School room upstairs is available which will allow for isolation, social distancing and ventilation.		J Sheen 05/03/21
Have staff & pupils been informed to avoid public transport & sharing of vehicles wherever possible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note: Please see latest <a href="#">Government guidelines for safer travel guidance for passengers</a>  Transport for West Midlands School Travel guidance website shared with parents on 17/07/20 and further information on 3/09/20 and the 5/03/21.		J Sheen 05/03/21
Has the school got a procedure in place to manage any confirmed cases of coronavirus amongst the school community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engage with the NHS Test and Trace process and contain any outbreak by following local Public Health advice – See <a href="#">DofE - What to do if a pupil is displaying COVID19 symptoms</a>		J Sheen 05/03/21
<b>Communication of Plans</b>						
Are parents and staff clear that if they (or anyone in their household) displaying coronavirus (COVID-19) symptoms stay at home?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters are displayed, regular emails and twice weekly morning reminders via email.		J Sheen 05/03/21
Have parents been informed of the drop-off and pick up protocols?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parents notified of arrangements on 16/07/20, 3/09/20 and 26/03/21 in preparation for the 8 <sup>th</sup> March.		J Sheen 05/03/21

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transport for West Midlands School Travel guidance website shared with parents on 17/07/20 and further information on 3/09/20 and the 5/03/21.		J Sheen 05/03/21
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The parents were informed on 16/07/20, 3/09/20 and 26/02/21. They were also informed that no parents can go in to the school reception area. Parents should telephone or email (both provided on letter).		J Sheen 05/03/21
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above, the parents were informed on 16/07/20, 3/09/20 and 26/02/21.		J Sheen 05/03/21

<p>Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Training provided to all staff on 19<sup>th</sup> May 2020. Slides from training available on staff area of Drive.</p> <p>Planning meeting regarding planning, teaching and learning took place 03/06/20.</p> <p>Further safety guidance and training provided on 4<sup>th</sup> June 20 with latest guidance. All arrangements, locations, times and timetables shared.</p> <p>Further training on full re-opening guidance took place on 16/07/20.</p> <p>Further training and guidance on safety measures to take place on 02/09/20.</p> <p>Further training and guidance on safety measures and expectations took place on 04/01/21</p> <p>Training on Lateral Flow Testing provided to all staff on 20/01/21. All staff and other professionals who regularly come in to school are to test Sunday and Wednesday evenings started 24/01/21.</p> <p>Training was provided on 25/02/21 on safety measures and expectations for full opening on 8<sup>th</sup> March 21.</p>		<p>J Sheen 05/03/21</p>
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## Part 2: Template /Model RA

Risk Assessment for: **Safe operation of school during COVID-19 pandemic**

School: Harvills Hawthorn Primary School

Assessment Date: **5/03/21**

Name of Assessor(s): **J Sheen**

Assessment Ref No:

### Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory</li> </ul>	<ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment</li> </ul>		2	4	8	05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	cooks, parents, visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment.  <ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly flushed throughout partial closure and prior to school reopening.</li> <li>The school kitchen deep clean and safety checks took place 3<sup>rd</sup> and 4<sup>th</sup> September 20.</li> </ul>	taken out of use. Report to Sandwell Primary Care.  <ul style="list-style-type: none"> <li>Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> for further guidance.</li> </ul>					
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as</li> </ul>	<ul style="list-style-type: none"> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> </ul>	HT – 10/09/20 and 22/09/20.	1	5	5	05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>per the relevant assessments.</p> <ul style="list-style-type: none"> <li>Fire drill practiced to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Fire Safety SSG</a> &amp; <a href="#">First Aid SSG</a> for further guidance</li> <li>Fire drill to take place by the 12/03/21 following full reopening.</li> </ul>	SLT – as and when need arises				
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>School drop-off/collection times are staggered to minimise numbers.</li> <li>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> <li>Multiple entrance and exit routes are in place.</li> <li>Class bubbles established, re-arranged furniture (front facing in Year 1-6 in line with guidance) Key worker</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom.</li> </ul>	Teaching staff – daily	3	4	12	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>and vulnerable children only from 05/01/21</p> <ul style="list-style-type: none"> <li>• Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. Sandwiches are supervised in classrooms by teachers and lunchtime supervisors remain outside until all other staff have left the room</li> <li>• Systems in place around the school to minimise close contact between adults and pupils.</li> <li>• Parents/carers and non-essential visitors cannot enter the school. Parents must make an appointment electronically if they need to see a member of staff.</li> <li>• Regulate access to areas where it is difficult to maintain social distancing</li> </ul>						



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		<p>(Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example</p> <ul style="list-style-type: none"> <li>• Communicate new ways of working to all staff, through posters, briefings etc.</li> <li>• Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.</li> <li>• Social distancing where possible in classroom and routines in place to reduce contact where possible. Visors available for all staff who require them.</li> <li>• Foot marks and/or tape has been used in key areas of the school (e.g. corridors) to show “social distancing” lengths and no access areas.</li> </ul>						

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					L	S	R	
		<ul style="list-style-type: none"> <li>Parents and Carers asked to wear masks on site when dropping off and collecting children October 2020</li> <li>All staff and visitors to wear face masks in corridors and communal areas</li> <li>Staff and children may wear face masks in classrooms if they prefer</li> <li>Twice weekly LFD Testing by staff to identify asymptomatic cases.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings at the beginning of the day to remind pupils of the importance of good hygiene practices.</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> </ul>	HT and Staff – Daily	2	4	8	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>hand rub (ABHR) available at all entry points and other key areas around the school.</p> <ul style="list-style-type: none"> <li>• Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices.</li> <li>• Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>• Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff</li> </ul>	<ul style="list-style-type: none"> <li>• Regular checks made to ensure there is sufficient ABHR each day.</li> <li>• Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> <li>•</li> <li>• Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</li> </ul>	Caretaker / Premise Manager				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>room equipment - kettles, toasters etc)</p> <ul style="list-style-type: none"> <li>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> <li>Reception area has a Perspex screen to ensure staff safety when greeting essential visitors.</li> </ul>						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils.  Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Keep in touch (KIT) meetings/calls regularly organised to ensure staff are supported who have to work from home.</li> <li>Managers to ensure employees are aware of the following advice:</li> <li>Ensure that all adults have regular breaks and are</li> </ul>	Refer to <a href="#">Stress SSG</a> for more information.  Schools stress risk assessment to be reviewed regularly throughout the pandemic.		3	4	12	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>encouraged to pay regard to their work/life balance.</p> <ul style="list-style-type: none"> <li>Changes in new school protocols explained to children and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a confidential counselling service.</li> <li>Stress Policy in place</li> <li>Well-Being surveys conducted with staff, parents and children.</li> </ul>						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations</li> <li>People aiding others during an emergency should pay</li> </ul>			3	4	12	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>particular attention to sanitation immediately after the situation (washing hands).</p> <ul style="list-style-type: none"> <li>• PPE will be worn by First Aiders</li> <li>• PPE will be provided for every classroom for 'on the spot' First Aid during the school day.</li> </ul>						
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	<p>PPE is only needed in a very small number of cases including:</p> <p>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 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a</p>			2	4	8	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>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</p>						
COVID-19 Virus transmitted to those who are vulnerable	Staff or Pupils who are shielding or have other vulnerabilities that put them at further risk of serious illness from Covid 19.	<ul style="list-style-type: none"> <li>All staff have been individually risk assessed following the criteria and guidance set out by Public Health Sandwell.</li> <li>Advice about individuals has been sought direct from Public Health Sandwell.</li> <li>Some staff have had to seek advice from their GP/Consultant as part of their risk assessment.</li> <li>Some staff are unable to work in school and some</li> </ul>			2	4	8	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>staff are able to work in school in different roles where social distancing can be maintained.</p> <ul style="list-style-type: none"> <li>• Risk assessments have been completed for individual children with medical conditions and other vulnerabilities. Some children are unable attend school following risk assessments. Some children can return to school with risk assessments and extra control measures in place.</li> <li>• More vulnerable staff will work in line with their risk assessment.</li> <li>• All staff to be offered a visor and mask as an extra level of protection.</li> <li>• PPE offered to all staff travelling on public transport to work.</li> </ul>						



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		<ul style="list-style-type: none"> <li>• Extra support, advice and guidance sought from Inclusion Support to aid the return of some pupils.</li> <li>• All employees who fall into the clinically extremely vulnerable category must follow <u>latest Government guidance</u> regarding shielding and are advised to work from home and not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP.</li> <li>• Employees who are classed as clinically vulnerable including pregnant employees should work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> </ul>						

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		<ul style="list-style-type: none"> <li>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school</li> <li><b>During national lockdown</b> - children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place.</li> </ul>						
Symptomatic staff or pupils attending school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Pupils, staff and other adults told not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive.</li> <li>Anyone developing COVID-19 symptoms</li> </ul>		Senior Leadership Team – as and when arises	2	5	10	J Sheen 05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>during the school day will be sent home.</p> <ul style="list-style-type: none"> <li>• Pupils awaiting collection will be isolated with appropriate supervision</li> <li>• Asymptomatic testing, by use of lateral flow tests, introduced in school to identify positive cases more quickly and reduce transmission. Further details can be found <a href="#">here</a> for primary schools, school based nurseries and maintained nursery.</li> <li>• Pupils and staff advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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School staff conducting home visits during Covid19	Member of staff conducting visit and family being visited  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>An initial assessment should be made to see if home visit is necessary or if contact can be made in another way such as telephone/skype meeting etc.</li> <li>If visit required, contact should be made prior to the visit by phone to ensure that no one in the household has COVID symptoms.</li> <li>If visit is essential i.e. to a vulnerable child and households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 meters cannot be maintained.</li> <li>If households report no coronavirus (COVID-19) symptoms, no PPE is required, but a distance of</li> </ul>	<ul style="list-style-type: none"> <li>Extra care should be taken when visiting a child or young person who is clinically extremely vulnerable (CEV) or at very high risk of severe illness from coronavirus (COVID-19) due to any underlying health condition. Please see <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></li> <li>Schools will support employees who choose to wear a face covering to do so safely.</li> <li><b>Note: PPE is not the same as a face covering. Face fit testing/training may be required</b></li> </ul>		2	5	10	J Sheen  05/03/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>2 meters should be maintained where possible. Consider if visit can be held outside i.e. on doorstep or garden.</p> <ul style="list-style-type: none"> <li>• If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps should be taken where practical to mitigate risk including: knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 meters in adherence to social distancing guidelines and taking PPE.</li> <li>• In all cases, employees should follow good hygiene measures including handwashing or use of sanitiser before and after</li> </ul>						

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		<p>each visit and employees not touching face during the visit.</p> <ul style="list-style-type: none"> <li>• Where possible employees should walk to visits. If travelling by car should travel alone.</li> <li>• Keep interaction time to a minimum.</li> <li>• Employees to follow social distancing measures.</li> <li>• Avoid touching items in the home wherever possible. Do not share articles (pens, paper, etc)</li> <li>• Avoid sitting face to face where possible.</li> <li>• If visit is in an enclosed space, ask if windows can be opened to increase ventilation.</li> </ul>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
18.05.20	J Sheen	To be reviewed prior to school's wider opening
04.06.20	J Sheen	To be reviewed Friday 12 <sup>th</sup> June 20 unless required beforehand
12.06.20	J Sheen	To be reviewed Friday 3 <sup>rd</sup> July 20 unless required beforehand
03.07.20	J Sheen	To be reviewed Friday 17 <sup>th</sup> July 20 unless required beforehand
17.07.20	J Sheen	To be reviewed Tuesday 1 <sup>st</sup> September 20 unless required beforehand
01.09.20	J Sheen	To be reviewed Friday 11 <sup>th</sup> September 20 unless required beforehand
11.09.20	J Sheen	To be reviewed Friday 9 <sup>th</sup> October 20 unless required beforehand
09.10.20	J Sheen	To be reviewed Friday 6 <sup>th</sup> November 20 unless required beforehand
06.11.20	J Sheen	To be reviewed Friday 4 <sup>th</sup> December unless required beforehand
04.12.20	J Sheen	To be reviewed Friday 8 <sup>th</sup> January 21 unless required beforehand
04.01.21	J Sheen	To be reviewed Friday 8 <sup>th</sup> January 21 unless required beforehand
08.01.21	J Sheen	To be reviewed Friday 29 <sup>th</sup> January 21 unless required beforehand
28.01.21	J Sheen	To be reviewed Friday 26 <sup>th</sup> February 21 unless required beforehand
26.02.21	J Sheen	To be reviewed Friday 5 <sup>th</sup> March 21 unless required beforehand
05.03.21	J Sheen	To be reviewed Friday 26 <sup>th</sup> March 21 unless required beforehand