



**Risk Assessment (01.03.2021)**

Author: M Griffith

Review M Griffith 04.01.2022

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
1.	<p><b>Hazard – Cleaning</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>• Poor Cleaning</li> <li>• Contaminated Surfaces</li> <li>• Increased risk of covid-19 spread</li> </ul>	Whole School	<ul style="list-style-type: none"> <li>• Revised enhanced cleaning protocols for cleaning contractors and Premises staff are in place.</li> <li>• Prioritise increased cleaning of touch points, increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done), cleaners onsite throughout the day</li> <li>• Deep clean in August 2021.</li> <li>• Cleaning to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	<p><b>Impact:</b> School clean prior to return/phased return to school.</p> <p>Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Contractors</p>		MGH	
2.	<p><b>Hazard – Cleaning</b> Equipment cleaning (Keyboards/photocopiers/kitchen biometric /music and specialist equipment)</p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>• Poor Cleaning</li> <li>• Contaminated Surfaces</li> <li>• Increased risk of covid-19 spread</li> </ul>	Whole School	<ul style="list-style-type: none"> <li>• Sanitisers are available around the school. Kitchen Biometric will be reintroduced pupils/staff will be asked to use sanitiser before use.</li> <li>• For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will be advised to use their own.</li> <li>• Classroom based resources, such as books, can be used and shared. Resources that</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Contractors</p>		MGH	

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			are shared between classes, such as sports, art and science equipment must be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.				
	<b>Hazard</b> – Cleaning Equipment in library Computers Book cleaning on return	Library	<ul style="list-style-type: none"> <li>Library will reopen from September books will be wiped down when returned or after use.</li> </ul>	Exposure to infection reduced.		MBA	
3.	<p><b>Hazard</b> – Poor Communication of infection control measures to staff, visitors and Governors. Poor Personal Hygiene.</p> <p><b>Risk:</b> Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission</p>	Whole School	<p>Basic infection controls must be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Put used tissues in the bin straightaway.</li> <li>Wash your hands with soap and water often – use hand sanitizer gel if soap and water are not available.</li> <li>Try to avoid close contact with people who are unwell.</li> <li>Students will be briefed on first day back in September on covid symptoms/ hygiene/hand washing and how to wear masks correctly</li> <li>Clean and disinfect frequently-touched objects and surfaces.</li> <li>Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>	<p><b>Impact:</b> Poor hygiene Increased risk of Covid-19 spread</p> <p><b>Affected Individuals:</b> Staff Students Visitors Contractors</p>		SLT	

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			<ul style="list-style-type: none"> <li>• Ensure that there is access to drinking water.</li> <li>• Infection control has been communicated by emails, texts, letters and posters</li> <li>• Guidance on handwashing procedures and facilities has been circulated to staff and communicated to students during assemblies and at tutor time.</li> <li>• Ensure good supply of hand soap and paper towels always</li> <li>• School has promoted the ‘catch it, bin it, kill it’ approach with staff and students and follow guidance on respiratory hygiene</li> <li>• Use <a href="#">e-Bug</a> and <a href="#">PHE schools resources</a> to teach students and support parents about Covid-19(Covid-19:guidance for education settings)</li> <li>• Support to be available for students who have trouble cleaning their hands and toileting independently.</li> <li>• Surfaces that students and are touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal</li> </ul>				
	<b>Hazard</b> - Poor Personal Hygiene. Use of toilets for students/staff	Health & Safety	<ul style="list-style-type: none"> <li>• Premises team to do daily checks</li> <li>• SJBC has researched the risk of using hand dryers and have assessed the risk to be</li> </ul>	<b>Impact:</b> Poor hygiene Increased risk of Covid-19 spread		MGH	

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			<p>low and will therefore continue to use hand dryers but will however review in light of any new guidance.  <a href="https://www.fmj.co.uk/microbiologist-report-confirms-hand-dryers-unlikely-to-spread-covid-19/">https://www.fmj.co.uk/microbiologist-report-confirms-hand-dryers-unlikely-to-spread-covid-19/</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.cleaning-matters.co.uk/Hand-dryers-COVID-19">https://www.cleaning-matters.co.uk/Hand-dryers-COVID-19</a></li> <li>• All waste that has been in contact with a person who is suspected of having Covid-19, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</li> </ul>	<p><b>Affected Individuals:</b>  Staff  Students  Visitors  Contractors</p>			
4.	<p><b>Hazard</b> - Minimise contact between individuals and maintain social distancing wherever possible</p> <p><b>Risk:</b>  Contact with persons infected with Covid-19 (symptomatic or asymptomatic)</p>	Premises	<ul style="list-style-type: none"> <li>• We will make small adaptations to the classroom where possible. This includes seating students side-by-side and facing forwards. Unnecessary furniture will be removed.</li> </ul> <p><b>Other areas</b></p> <ul style="list-style-type: none"> <li>• Break and lunch times will be staggered, whilst this is not related to Covid it will help reduce the risk of mixing between year groups.</li> </ul>	<p><b>Impact:</b>  Exposure to infection reduced.</p> <p>Clear communication ensures the whole school community is aware to any changes to the school day. Thus, reducing anxiety or uncertainty.</p> <p><b>Affected Individuals:</b>  Staff  Students</p>		PBH	<p><b><u>04.01.2022 Face Coverings:</u></b></p> <p><b>Face coverings should be worn by pupils, staff and adult visitors at all times including in classrooms in line with Plan B. This is a temporary measure. Pupils should also wear a face covering when travelling on public transport and dedicated transport to and from school. Face coverings do not need to be worn when outdoors.</b></p>

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			<ul style="list-style-type: none"> <li>We will also plan how shared staff spaces are set up and used to help staff to distance from each other should they wish to do so.</li> <li>Limit use of lift.</li> <li>We will inform parents and students to not gather at the school gate and visitors will be encouraged to make an appointment. The numbers of visitor in Reception will be kept as low as possible.</li> <li>Daily pre-openings check to verify all necessary controls are in place.</li> <li>SLT to monitor the premises regularly.</li> </ul> <p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>Staff are advised to wash hands after collection deliveries or post.</li> </ul> <p><b>TfL Bus;</b></p> <ul style="list-style-type: none"> <li>Face covering are advised on TfL</li> </ul>	Visitors			<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofs-ted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofs-ted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>have on the delivery of education.</p>
	<b>Hazard</b> - Use of communal areas	Premises, Administration and Senior Leadership Teams	<ul style="list-style-type: none"> <li>Offices – Staff will be advised to limit the numbers in offices and staff rooms to avoid overcrowding.</li> <li>Reception – Staff will be advised to limit the amount of people in reception to avoid overcrowding.</li> </ul>	Exposure to infection reduced		MGH	
5.	<p><b>Hazard</b> – Suspected or confirmed Covid-19 cases amongst students, staff and household.</p> <p>Asymptomatic Covid-19 cases.</p>	Health & Safety	<p>Staff, students, parents, careers or any visitors, such as suppliers, are not permitted to enter the school if:</p> <ul style="list-style-type: none"> <li>they are displaying any symptoms of coronavirus</li> <li>a member of their household (including someone in their</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students</p>		SLT	<p>04.01.22</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following</p>

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	<p>Display of Covid-19 Symptoms.</p> <p><b>Risk:</b> Increased risk of Covid-19 Symptoms.</p>		<p>support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms and they are advised to self isolate</p> <ul style="list-style-type: none"> <li>they are required to quarantine having recently visited countries outside the Common Travel Area</li> </ul> <p>If Someone becomes unwell onsite:</p> <ul style="list-style-type: none"> <li>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they should be sent home and they should follow public health advice.</li> <li>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if</li> </ul>	<p>Visitors Contractors</p>			<p>2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>04.01.22</p> <p>COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. The self-isolation advice for contacts of people with COVID-19 has changed to reduce the risk of spread to others.</p> <p>Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive, they should self-isolate.</p> <p>29.11.21 Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced</p>

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			<p>possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings guidance</a>. Any rooms they use should be cleaned after they have left.</p> <ul style="list-style-type: none"> <li>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months <a href="#">you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19</a>.</li> </ul> <p><b>Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>Staff and parents/carers will need to be ready and willing to:</li> <li><a href="#">book a test</a> if they or their child are displaying symptoms.</li> <li>Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>				<p>by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>

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			<ul style="list-style-type: none"> <li>• <a href="#">self-isolate</a> if they have been asked to do so by NHS Test and Trace.</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> </ul> <p><b>Test and Trace Support Payments:</b> Some school staff may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority. To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> <li>• be on a low income</li> <li>• be unable to work from home</li> <li>• be at risk of losing income as a result of self-isolating</li> <li>• be living in England</li> <li>• meet the eligibility criteria</li> <li>• have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID 28</li> </ul> <p>The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715).</p> <p><b>Close contact means:</b></p>				<p style="color: red;">They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p style="color: red;">DfE Coronavirus helpline This helpline is available to answer questions about COVID-19 relating to education and children’s social care. Staff, parents and young people can contact this helpline Phone: 0800 046 8687 (2 or more confirmed cases contact the school should contact the dedicated help team).</p> <p style="color: red;">Email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a> Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)</p> <p style="color: red;">South London Health Protection Team They will advise schools on next steps and let the Local Authority know if anything else needs to be done more widely. They will also work closely with schools if any communication such as letters need to be drafted. Phone: 03443 262 052</p>



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			<ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:               <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelled in the same vehicle or a plane</li> </ul> </li> </ul>				
	<b>Asymptomatic testing</b>		<ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Pupils opting in will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</li> <li>• Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</li> <li>• Staff should undertake twice weekly home tests whenever they are on site until the end</li> </ul>				

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			<p>of September, when this will also be reviewed.</p> <ul style="list-style-type: none"> <li>The school will also retain a small asymptomatic testing site (ATS) on-site</li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</li> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>				
6.	<p>Hazard - Staff and students with greater susceptibility (Shielded - clinically extremely vulnerable students and staff - underlying medical conditions - pregnancy - age - BAME or other risk category)</p> <p><b>Risk:</b></p>	HR	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Contractors</p>		MGH/SLT	

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	Greater risk of Covid-19 spread		<p>Line managers should continue to review individual risk assessments of clinically extremely vulnerable members of staff and vulnerable members of staff who do not fall into the clinically extremely vulnerable category, to ensure that the appropriate measures are in place to reduce the risk of exposure to covid-19 whilst at work.</p> <p>Vulnerable Pupils</p> <ul style="list-style-type: none"> <li>• Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able immediately to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register.</li> <li>• For pupils who are self-isolating, or shielding and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</li> <li>• Where children are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19),</li> </ul>				

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			<p>the absence will not be penalised.</p> <p>Clinically vulnerable staff</p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</li> <li>• This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> </ul> <p>Staff who are pregnant</p> <ul style="list-style-type: none"> <li>• Staff who are pregnant</li> <li>• Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools.</li> </ul> <p>More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise</p>				

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			<p>frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <ul style="list-style-type: none"> <li>• An employer’s workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.</li> <li>• If a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them.</li> <li>• Staff who may otherwise be at increased risk from coronavirus (COVID-19)</li> <li>• Some people with particular characteristics may be at comparatively increased risk</li> </ul>				

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			<p>from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. Staff in these can attend school.</p> <ul style="list-style-type: none"> <li>• People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>				
7.	<p><b>Hazard</b> - Fire First aid emergencies Changes to layout Slips trips and falls</p> <p><b>Risks:</b> Burns Asphyxiation Loss of life Loss of property Illness Injury</p>	Premises	<ul style="list-style-type: none"> <li>• Review general risk assessments for rooms and other areas in use to consider changes in layout and potential risks introduced</li> <li>• All staff have been briefed on risks and controls/changes introduced during the September inset day. Fire drills will take place as usual.</li> <li>• Ensure walking's areas and spaces between desks and emergency exit points are sufficiently wide and uncluttered</li> <li>• Review emergency evacuation procedures to consider closed rooms/ alternative exits</li> <li>• SLT available to coordinate emergency procedures</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Visitors Contractors</p>		MGH	

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			<ul style="list-style-type: none"> <li>• Qualified first aiders in place</li> <li>• If a first aider is not immediately available, a member of SLT is to take control of the situation and, if necessary, summon the emergency services</li> <li>• First aid boxes replenished regularly</li> <li>• Staff will be briefed on the 01.09.21</li> <li>• Staff assembly point is main playground maintaining social distancing.</li> <li>• Student assembly point is MUGA pitch, playground</li> </ul>				
8.	<p><b>Hazard</b> – Lack of cleaning &amp; first aid products</p> <p><b>Risk:</b> Increased risk of exposure to Covid-19 due to a lack of products</p>	Whole School	<ul style="list-style-type: none"> <li>• Premises team bulk ordered and received delivery of cleaning and hygiene products.</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Visitors Contractors</p>		MGH	
9.	<p><b>Hazard</b> - Management of contractors, Delivery Drivers, Supply Teachers</p> <p><b>Risk:</b> Increased risk of Covid-19 spread with unknown people</p>	Premises	<ul style="list-style-type: none"> <li>• Visitors entering the building will follow the protective measures described in this risk assessment.</li> <li>• During the COVID 19 outbreak the school will take extra precautions to protect our employees, students, and visitors. All contractors are</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students Contractors</p>		MGH	

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			<p>instructed to strictly observe self-isolation guidance from Government.</p> <ul style="list-style-type: none"> <li>• Pre-work contractor briefings to ensure all are aware of measures/restrictions in place.</li> <li>• Only essential contractors in the school building.</li> <li>• Work to take place outside school hours where available.</li> <li>• In addition, all contractors must adhere to the following procedures:</li> <li>• Wash their hands prior to and on completion of works and during regular intervals throughout the day.</li> <li>• Wipe down the areas worked on with anti-bacterial cleaner after completion of works.</li> <li>• Adhere to any additional health &amp; safety requirements as advised by school staff.</li> <li>• Contractor staff to have their own lone working contact and monitoring procedure in place</li> </ul>				
10.	<p><b>Hazard</b> – Essential contractors not being available to provide essential services e.g. Cleaning; IT support; catering; financial support services.</p> <p><b>Risk:</b></p>	Premises	<ul style="list-style-type: none"> <li>• School has reviewed contracts.</li> </ul>	<p><b>Impact:</b> Ensure adequate service delivery during and post lockdown</p> <p>Operational running of the school is smooth.</p>		MBA/MGH	



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	inadequate service delivery during and post lockdown			Allows the school to focus appropriately on staff and students.  <b>Affected Individuals:</b> Staff Students			
11.	<b>Hazard</b> – Lack of staff car parking, increased need for staff to use of public transport.  <b>Risk:</b> Increased risk of Covid-19 spread	Premises and All Staff	<ul style="list-style-type: none"> <li>• Parking will need to be reviewed on a weekly basis.</li> <li>• Staff reminded to follow government guidelines for the use of face coverings on public transport</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff		MGH	
12.	<b>Hazard</b> – Transport arrangements  <b>Risk:</b> Increased risk of Covid-19 spread	Premises, Staff and Students	<ul style="list-style-type: none"> <li>• Schools, and staff to follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning travel to and from school this includes the school minibus</li> <li>• Parents and students to be encouraged to walk or cycle to school where possible</li> <li>• Ensure the school buses cater for any changes to start and finish times</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Students		MGH	
13.	<b>Hazard</b> - Use of Water Fountains & FSM  <b>Risk:</b> Increased risk of Covid-19 spread Direct transmission Indirect transmission	Health & Safety	<p>Water</p> <ul style="list-style-type: none"> <li>• Students have been advised to bring in a bottle of water from home or a water bottle.</li> </ul> <p>FSM</p> <ul style="list-style-type: none"> <li>• When pupils are working from home during periods of local or national lockdown or during isolation periods, pupils entitled to FSM will be provided with Asda vouchers to the value of £15 per week, per pupil.</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Students		MGH	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
14.	<p><b>Hazard</b> – Additional checks need carrying out to ensure all aspects associated with COVID-19 are thought about and actions taken?</p> <p><b>Risk:</b> Increased risk of Covid-19 spread</p>	Premises	<ul style="list-style-type: none"> <li>All required checks are in place</li> <li>Main Kitchen oven will need to be flushed weekly if not in use.</li> <li>The school have received confirmation by our maintenance contractors that the AHU's are safe to use. The AHU's are also being reconfigured to ensure that they meet compliance with CIBSE Guidelines.</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Students</p>		MGH	<p>The premises team will undertake daily monitoring ventilation around the school to ensure areas are adequately ventilated.</p> <p>CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved.</p> <p>SJBC already has CO2 monitors in place.</p>
15.	<p><b>Hazard</b> – Safety of school premises</p> <p>Are all 'normal' tasks being carried out/planned such as fire alarm testing, legionella risk assessments, repairs, Servicing of equipment</p> <p><b>Risk:</b> Risk of harm or injury</p>	Whole School	<ul style="list-style-type: none"> <li>All required checks are up to date. Contractors attending site are briefed on Covid-19 Protocols.</li> </ul>	<p><b>Impact:</b> Ensure the school is Safe</p> <p><b>Affected Individuals:</b> Staff Students Visitors and contractors</p>		MGH	
	<p><b>Hazard</b> – Security</p> <p><b>Risk:</b> Security breach Unauthorized access</p>	Whole School	<ul style="list-style-type: none"> <li>Ensure all rooms that are not in use are adequately secured</li> <li>Carry out regular monitoring of areas to detect any security breach</li> <li>Ensure all external doors / windows secured to prevent unauthorised access</li> </ul>	<p><b>Affected Individuals:</b> Staff Students</p>			
16.	<p><b>Hazard</b> – Non compliance with Use of PPE and face coverings</p> <p><b>Risk:</b></p>	Whole School	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Staff have the option to wear face coverings should they wish to do so.</p>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff</p>		MGH	<p>The reintroduction of face coverings for pupils and staff may be advised for a temporary period in response to a particular localised outbreak</p>

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	Increased risk of Covid-19 spread,		The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.	Students			
17.	<b>Hazard</b> - Management of large number of Staff, Students, Visitors onto the site  <b>Risk:</b> Increased risk of Covid-19 spread,	Health & Safety	<ul style="list-style-type: none"> <li>All visitors on site to be briefed by School/ reception staff for measures in place.</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Students		MGH	
18.	<b>Hazard</b> - Contact point activities Outdoors activities Assemblies  <b>Risk:</b> Surface contamination Increased risk of Covid-19 spread	Whole School	<ul style="list-style-type: none"> <li>Increase focus cleaning on touch points</li> <li>Ensuring extremely high levels hygiene for any food making / tasting</li> <li>Cleaning to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Students		MGH	
19.	<b>Hazard</b> – School Trips  <b>Risk:</b> Stranded Increased risk of Covid-19 spread	Whole School	<ul style="list-style-type: none"> <li>When considering booking a new visit, whether domestic or international, the school will ensure that any new bookings have adequate financial protection in place.</li> <li>International trips can resume however the school will review the travel list (and broader international travel policy). Being aware</li> </ul>	<b>Impact:</b> Reduced exposure to Covid-19  <b>Affected Individuals:</b> Staff Students		MGH	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<p>that the list is subject to change and green list countries may be moved into amber or red. If the travel lists changes during a visit the school will comply with international travel legislation and will have contingency plans in place to account for these changes.</p> <ul style="list-style-type: none"> <li>• The school will speak with the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options will be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</li> <li>• A full and thorough risk assessments will be undertaken in relation to all educational visits and any public health advice, such as hygiene and ventilation requirements, will be included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</li> <li>• Follow current DFE/PHE guidance</li> </ul>				

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
20.	<b>Hazard</b> – Cancellation of school lettings,  <b>Risk:</b> Loss of income	Finance	<ul style="list-style-type: none"> <li>The impact of school lettings income has been identified as a risk in the school budget plan for 2021/22.</li> </ul>	<b>Impact:</b> Reduced income for school  <b>Affected Individuals:</b> Visitors School budget		MGH	<b>Lettings have resumed</b>
21.	<b>Hazard</b> – Unbudgeted costs incurred due to Covid-19.  <b>Risk:</b> Loss of income	Finance	<ul style="list-style-type: none"> <li>School is aware of the additional funding which can be claimed for additional cost related to Covid-19, the school is keeping a spreadsheet of additional expenditure to claim.</li> </ul>	<b>Impact:</b> Reduced income for school  <b>Affected Individuals:</b> Visitors School budget			

**DfE guidance:**

- Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Data protection:** <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- Educational provision guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Educational settings:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on school closures:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- Reporting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- NQT advice:** <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- Vulnerable:**
- Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND -** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-pupils-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-pupils-social-care>
  - **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
  - **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
  - **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
  - **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-pupils-with-send-continue-their-education-during-coronavirus-covid-19>
  - **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
  - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-pupils-and-young-people-cope-with-stress>
  - **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
  - **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)