



## OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team  
[healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors have been asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance

RA Reference	01/020/3/04/05/06/07/08/09	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	17.07.2020	Assessor Name	Mr D W Tromans & Mr D Stephenson
Assessment Team Members	David Tromans, Dale Stephenson, Mark Walsh	Planned Review Date	31.10.2020
Location	Netherhall School	Number Of People Exposed	720 students 76 staff 796 in total
Overall Residual Risk Level following implementation of effective control measures	10	People Exposed	All employees Pupils Visitors Vulnerable children Persons with pre-existing medical conditions First aiders
Assessment Last Updated	12.10.2020	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom and by When	Residual Risk
<b>Hazards in relation to staffing and daily operation</b>  Lack of supervision/ management of groups to comply with current guidance  Unable to maintain staffing levels due to infection or isolation  Child or young person requiring one to one support	<input type="checkbox"/> Staff report prior to coming in to school if they are experiencing any of the following symptoms: <b>A high temperature, a new continuous cough, loss of taste or smell</b> <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes / pupil needs and the activities required. Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place. <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher. <input type="checkbox"/> All offsite school activities suspended. <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.	<b>10 Medium Risk L5XS2</b>	<b>Staff timetable completed</b>  <b>School timetable re-written and re-configured for a seven period day.</b>  <b>Staff, students, parents / carers consultation letter.</b>  <b>Morning staff briefings held in the Ellen Theatre</b>	SLT and implemented by all staff – 17.07.2020 - ongoing  20.08.2020  23.08.2020  20.08.2020	<b>8 - Medium Risk</b>  L4x S2

<p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">PHE COVID-19 Testing guidance communicated to staff</a></li> <li><input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations.</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where one to one care or support is not available for them.</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate.</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover <b>(as this becomes available and appropriate)</b>.</li> <li><input type="checkbox"/> Pupil/staff cohorts remain together at all times.</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others.</li> <li><input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers.</li> <li><input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs.</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures.</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures followed.</li> <li><input type="checkbox"/> Normal pre-employment procedures followed.</li> </ul>		<p>Senior staff and middle leaders given additional duties at the start, lunchtimes and at the end of the school day to help effectively manage the flow of people to, around and from the school; this includes accessing school and public transport. Ref. letter to parents</p> <p>Re-writing of the school calendar to remove parents' evenings, bring forward written reports, remove year 7 induction evening and open evening and plan to have a socially distanced open day on a weekend, or virtual open evening.</p> <p>Parents and carers requested not to come into the school buildings unless absolutely necessary.</p> <p>Construction of an outbreak management plan</p> <p>Ref. letter to staff</p>	<p>20.08.2020</p> <p>20.08.2020</p> <p>20.08.2020</p> <p>20.08.2020</p> <p>SLT: 05.06.2020 &amp; 17.07.2020</p>	
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			<p>Staff INSET briefing 01.09.2020</p> <p>Attendance is mandatory</p> <p>Anyone in 'vulnerable category' to be offered to complete an individual risk assessment with additional support measures.</p> <p>Increased staff and student mental health and well-being surveys.</p> <p>Each year group organised as separate 'Bubbles'.</p> <p>Key Stage 3 students: years 7 and 8 will be educated in hubs – a designated and separated part of the school with teachers attending their lessons. This will reduce movement and support distancing.</p> <p>Year 7 and year 8 students will have staggered start times to reduce congestion at the</p>	<p>SLT: 05.06.2020 &amp; 17.07.2020</p> <p>SLT: 01.09.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 24.08.2020</p> <p>01.09.2020</p> <p>17.07.2020</p> <p>23.09.2020</p> <p>23.09.2020</p>	
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			<p>start and end of the school day</p> <p>Students to wear school uniform and school PE kit. PE kit is to be worn for the full day that students have their PE lesson(s)</p> <p>Display of hygiene posters and standards at strategic points around the school: 'Catch it, Bin it. Kill it.'</p> <p>Floor signs segregating corridors and indicating a one-way flow around the school premises.</p> <p>A one-way system has been implemented in the narrow science corridors to help maintain distancing.</p> <p>Roller banners in strategic locations throughout the building.</p> <p>Individual healthcare plans constructed for those children who require them.</p>	<p>Letter: 17.07.2020</p> <p>Site Team: 01.09.2020 – ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 21.09.2020</p> <p>Site Team: 01.09.2020-ongoing</p> <p>SENCo / Safeguarding Lead: 22.06.20202 - ongoing</p>	
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			<p>Year groups organised and managed in 'Bubbles'.</p> <p>Limited access to the school and extraneous equipment removed from occupied areas.</p> <p>Addendum added to adapt the behaviour policy, which is now included in the student-teacher behaviour contract.</p> <p>Staggered arrival days for different year groups to effectively manage the influx of all years return to school.</p> <p>If students are unable to adhere to the revised behavioural requirements, they will be requested to leave the school premises.</p> <p>Students and staff use designated year group access:  Year 7 – 3  Year 8 – 3  Year 9 – 7  Year 10 – Ellen Theatre  Year 11 – 4</p>	<p>SLT: 17.07.2020</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Letter to parent / carers: 17.07.2020</p> <p>SLT &amp; staff: 02.09.2020</p> <p>SLT: 17.07.2020 - ongoing</p> <p>SLT &amp; staff: 02.09.2020</p>	
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			<p>Year 12 &amp; 13 – Music Block</p> <p>School reception - staff</p> <p>Limited access times to the school buildings for students: 8.35am-3.00pm.</p> <p>Increased frequency of hand sanitising stations, respiratory hygiene posters and waste bins sited at entrances, in year group areas and around the school.</p> <p>Designated toilets for separate year groups to be kept open at all times.</p> <p>Toilets regularly cleaned throughout the course of the day.</p> <p>Students advised against congregating, and asked to exercise social distancing in school and travelling to and from school.</p> <p>Handwashing / sanitising routine of 20 seconds with liquid soap and water established for entry to and exit from</p>	<p>Letter 20.08.2020</p> <p>01.09.2020</p> <p>SLT &amp; Site Team: 02.09.2020</p> <p>Site Team &amp; Orian: 02.09.2020</p> <p>SLT &amp; staff: 17.07.2020 - ongoing</p> <p>Duty staff: 01.09.2020 - ongoing</p>	
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			<p>the school premises. No hand dryers to be used (fuses to be removed) and hand towels to be used.</p> <p>Students advised about safe and responsible travel to and from school, preferably by foot or cycle.</p> <p>Only visitors to the school who are essential for the functioning of the school or to students' education to be allowed in to the school buildings.</p> <p>SLT and site staff situated at strategic positions to direct movement around the school at key times of lesson start, lesson end and lunchtime.</p> <p>Doors wedged open.</p> <p>All desks positioned facing forward.</p> <p>Disposable tissues and antiseptic spray placed in all classrooms.</p>	<p>SLT &amp; staff: 17.07.2020 - ongoing</p> <p>Letter: 01.09.2020</p> <p>Staff and students: 02.09.2020</p> <p>Site staff: 01.09.2020</p> <p>Site Team: 01.09.2020</p> <p>Site Team: 01.09.2020</p> <p>21.09.2020</p>	
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			<p>The wiping down of tables with antiseptic spray and wipes at the end of classes when another class will be using the classroom directly afterwards, or before the classroom is cleaned by the school cleaners.</p> <p>Marking of students' work is to be a separate document, exercise book, sketch book, etc. with a 72 hour gap between student-teacher and teacher – student.</p> <p>Desk top computers can now be used in classrooms, but must be wiped down if the computer is to be used by a colleague.</p> <p>No collective assemblies, assemblies delivered remotely during year group registration times.</p> <p>SLT duty rota established.</p> <p>Equipment used by student to be cleaned after a single use, for</p>	<p>24.08.2020</p> <p>24.08.2020</p> <p>HoYs and form tutors: 02.09.2020</p> <p>SLT: 02.09.2020</p> <p>Staff: 02.09.2020</p>	
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			<p>example: art, tech, science, PE, etc.</p> <p>A teachers' area marked out at the front of all classrooms / learning spaces.</p> <p>Routine cleaning of the school premises.</p> <p>All bins to have liners and to be cleared at the end of each lesson.</p> <p>All clinical waste removed at the end of each session.</p> <p>All students encouraged to bring and use their own academic equipment. Students to bring their own pens, pencils and equipment for lessons.</p> <p>Staff to have a reserve of pens, pencils and equipment for students to take and keep.</p> <p>Students to leave school premises by the nearest available exit at the end of the school day.</p>	<p>Site Team: 02.09.2020</p> <p>Orian: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Letter to students, parents / carers: 17.07.2020</p> <p>Staff: 02.09.2020 17.07.2020.</p> <p>24.08.2020</p> <p>24.08.2020</p>	
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			<p>Same operational measures in place to manage the support timetables: colleague support, seclusion, detention, hwk club and supervised study. The only other difference is that seclusion will be located on the top tier of the library and the buddy system will not be operation.</p> <p>SLT: 02.09.2020</p> <p>If there is a confirmed case of Coronavirus, the school is to be informed as soon as possible and all staff and students who have come in to contact with the person will be informed. If someone feels unwell they are to report to school reception and will be placed in the quarantine room to await removal from the school site and medical referral. Cumbria Public Health Team to be informed immediately.</p> <p>21.09.2020</p> <p>Distribution of updated government Coronavirus guidance to schools information to all staff, parents / carers and</p>	
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			<p>students. Clear direction on symptoms, and criteria on when to acquire a test and when to self-isolate.</p> <p>Communication of protocols and expectations clearly communicated to staff: parents / carers to sign a revised behavioural agreement (electronically) and staff to sign they have read and agree to abide by the requirements of the risk assessment document. Parents informed of school website link to access current risk assessment document.</p> <p>Continue to develop remote learning provision to prepare for the possibility of a further lockdown: Edulink One will be the main point of contact between the school, students and parents / carers. There will be training for all students in the use of Edulink One.</p>	<p>SLT &amp; staff:02.09.2020</p> <p>17.07.2020 – ongoing</p> <p>20.07.2020</p>	
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			<p>Publish revised risk assessments on the school's website.</p> <p>20.07.2020 - ongoing</p>	
			<p>Inform parents / carers and students of any changes to the risk assessment by highlighting the changes.</p> <p>02.09.2020 – ongoing</p>	
			<p>Staff discouraged from using the staff room or departmental staff rooms.</p> <p>02.09.2020 – ongoing</p>	
			<p>Parents / carers and significant others actively discouraged from coming into school.</p> <p>24.08.2020</p>	
			<p>No inter-school sports fixtures for the time being and enrichment activities curtailed.</p> <p>24.08.2020</p>	
			<p>Students directed to leave school at the end of the day by the nearest accessible point of egress.</p> <p>30.09.2020</p>	
			<p>It is recognised and accepted that as a function of those students who are in receipt of learning support, that learning</p>	



			<p>support staff will not be able to carry out their essential learning support role whilst maintaining a consistent two metre distancing from students. LSD colleagues will endeavour to abide by the guidelines; however, there will be occasions when LSD colleagues need to effectively support students and cannot adhere to the distancing guidelines. This is an acceptable and essential requirement for full, broad and balanced curricular provision.</p> <p>All corridor doors and classroom doors (where a teacher is occupying the classroom) are to be wedged open to allow easy access and egress. Teachers should be at the door to greet students in to the classroom / learning space and to establish good protocols: hand sanitising, school rules, etc.</p>	01.10.2020	
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			<p>All staff and all students in all year groups will be requested to wear a face covering in communal areas of the school, from Monday 12<sup>th</sup> October. In effect this means in corridors, either moving between lessons, travelling to the toilet, seclusion or the dining area. Any staff and students who can't wear a face covering will have exemption and be identified by a lanyard and school ID badge. If a students or member of staff have forgotten / misplaced / damaged their face covering Head of year and class teachers will be able to issue replacements on entry to the school buildings or on exit from classroom respectively.</p>	09.10.2020	
<p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <li>Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter.</li> <li>Supplies of hand sanitiser available at entrance points and where there are no sinks.</li> <li>Hand hygiene procedures widely promoted and adhered to with provision / promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</li> <li>Sufficient handwashing facilities are available - sinks, soap and towels.</li> </ul>	<p><b>10 - Medium Risk</b></p> <p>L5 x S2</p>	<p>Pupil allergies identified where applicable.</p> <p>All designated entrances have working sinks with hand soap and sanitiser. Paper towel and covered bins provided. Hygienic routine on entry to and exit from the premises: hand</p>	<p>SENCo: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p>	<p><b>8 - Medium Risk</b></p> <p>L4 x S2</p>

	<ul style="list-style-type: none"> <li>□ Regular cleaning and disinfection of surfaces that are touched more frequently.</li> <li>□ Drinking fountains taken out of use.</li> <li>□ Suitable signage and visual instructions displayed as required.</li> <li>□ When delivering personal / intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plan.</li> </ul>		<p>wash with liquid soap and water for a minimum of 20 seconds, dry hands using hand towels, sanitise hands on entry into the classrooms; reverse the procedure on exit from the school premises.</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>All students to sanitise their hands on entry to and exit from the classroom.</p> <p>Routine cleaning of all surfaces and touch points carried out by the site team and the contracted cleaning firm.</p> <p>All classrooms equipped with disposable tissues, antiseptic wipes and hand sanitiser, which will be kept fully stocked in each work space.</p> <p>All persons will be encouraged to exercise good personal hand and respiratory hygiene</p>	<p>H&amp;S manager and SLT: 01.09.2020 - ongoing</p> <p>Site Team and staff: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Staff and students: 01.09.2020 - ongoing</p>	
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			<p>routines. Display of 'Catch it. Kill it. Bin it.' In all areas.</p> <p>If a person coughs or sneezes they will be encouraged to do this into their hand /elbow and to wipe themselves down with an antiseptic wipe after the event.</p> <p>All bins have liners and refuse will be removed at the end of each day and replaced.</p> <p>Any clinical waste will be disposed of properly.</p> <p>Each area cleaned after use with a wipe down of all surfaces when necessary and at the end of each day.</p> <p>No use of drinking fountains.</p>	<p>Staff &amp; students: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>SLT, and Site Team: 01.09.2020</p>	
<b>Transport and Travel</b>  Reducing the risk of infection	<input type="checkbox"/> Safe transport guidance promoted to staff and parents. <input type="checkbox"/> Protocols in place for drop off and pick up. <input type="checkbox"/> All off site school activities suspended. <input type="checkbox"/> A Transport Risk Assessment is available for SEND children. <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice.	<b>10 - Medium Risk</b>  L5 x S2	<p>Where possible, staff should avoid / limit the use of public transport. If this is unavoidable, Government guidance is that you need to use a face covering.</p>	<p>Staff and students: 01.09.2020 - ongoing</p>	<b>8 - Medium Risk</b>  L4x S2

			<p>School transport requirements assessed and implemented.</p> <p>Face coverings are required to be worn by students using wider public transport and either disposed of safely or stored safely for re-wearing. This is not required by students using restricted school transport.</p>	<p>GO: 17.07.2020 – ongoing</p> <p>Letter: 17.07.2020 - ongoing</p>	
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work-related stress</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress Risk Assessment in place</li> <li><input type="checkbox"/> Where staff report work-related issues – individual stress risk assessment will be carried out in line with HSE guidance.</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible.</li> <li><input type="checkbox"/> Good communication measures in place and maintained with staff.</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> <li><input type="checkbox"/> Pupils – if any pupils have anxiety or concerns over their safety they should report these to their teacher. pastoral head of year.</li> </ul>		<p>The Local Authority have produced the following guidance: Coronavirus – getting back to school. <a href="#">Supporting emotional wellbeing and learning.</a></p> <p>Ref. letter to staff &amp; INSET.</p> <p>If staff have any anxieties or concerns over their mental health they are encouraged to talk to their line manager.</p> <p>If any students have anxieties they are encouraged to seek an appointment with their pastoral head of year.</p>	<p>Business / HR manager, line managers &amp; heads of year: 17.07.2020 - ongoing</p> <p>17.07.2020- ongoing</p> <p>Staff &amp; line managers: 01.09.2020 - ongoing</p> <p>Students, staff and heads of year: 02.09.2020</p>	

			Enhanced pastoral provision put in place: HoYs to work with known concerns & systematic questionnaire and interview, with form tutors assessing students' physical, mental and emotional well-being. AHT Head of Pastoral to direct support from the pastoral team.	AHT Pastoral, HoYs & Form Tutors 02.09.2020	
<b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions:</b> Pregnancy, asthma etc.	<input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication should, where possible, carry their prescribed medication with them at all times. <input type="checkbox"/> Staff who have shielding letters must not attend school.		<p>If the person cannot undertake their normal duties, contact your HR provider to discuss any reasonable adjustments.</p> <p>Pregnant women will be advised to follow the guidance available for clinically vulnerable people</p> <p>Staff who may have increased risk from CV-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk e.g. pregnancy, asthma etc.</p>	<p>Staff, line managers, HR manager: 01.09.2020 - ongoing</p> <p>HR Manager: 01.09.2020</p> <p>Headteacher: 17.07.2020 - ongoing</p>	



			As of 1 <sup>st</sup> of August, 2020 all persons, including the 'extremely clinically vulnerable' should be available for work.	Headteacher: 17.07.2020	
<b>Hazards in relation to managing incidents and emergencies</b>  First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site	<input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). <input type="checkbox"/> Suitable first aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment. <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on the premises at all times when children are present. <input type="checkbox"/> School Emergency Plan / Crisis Management Plans in place. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy.		Trained and equipped first aider on school site at all times when the school is occupied. First Aid protocols in place.  Review of risk assessment at the end of each day of operation; all changes or additions highlighted for easy identification and communicated to staff.  Current risk assessment posted on the school website and parents / carers signposted with the same approach used to highlight changes / additions for easy identification.  Addendum to fire and intruder policies.  Full segregation between site contractors and the rest of the school.	First aider: 01.09.2020  SLT, staff and site team: 01.09.2020 - ongoing  IT manager: 25.07.2020  H&S manager: 01.09.2020 - ongoing  Site Team: 01.09.2020 - ongoing	



			Fire alarm test competed before re-opening and set up of fire assembly area.	Site Team: 31.08.2020 - ongoing	
			Full risk assessment check of the re-opening of facilities.	Site Team: 01.09.2020 - ongoing	
Hazards in relation to eating and safe welfare facilities	<input type="checkbox"/> Timings in place to ensure safe management of breaktime and lunchtime. <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils. <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.		Students advised to bring their own water and snacks to lessons.	Letter 17.07.2020	
			No breakfast catering facilities.	Letter: 17.07.2020	
			No breaktime or breaktime catering facilities.	Letter: 17.07.2020	
			Staggered lunchtimes for separate year groups.	Letter: 17.07.2020	
			Separate dining areas for individual year groups.	Letter: 17.07.2020	
			Separate lining up and access to dining facilities for individual year groups.	Letter: 17.07.2020	
			No pm registration period, students to go straight into their lesson after lunch for registration.	Letter: 24.08.2020	

			<p>No use of re-valve machines, students issued with codes for remote crediting of students' dining accounts.</p> <p>Orian to organise the use of dining ware and cutlery to make it safe for students</p>	<p>17.07.2020</p> <p>Orian: 02.09.2020</p>	
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit/well to attend setting.</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance.</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification.</li> <li><input type="checkbox"/> Where PPE/ RPE provided, staff provided with training and instruction in its use.</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable.</li> <li><input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings.</li> </ul>		<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967.</p> <p>LA risk assessment reviewed and revised and completed.</p> <p>Site team to restock all spaces with disposable tissues, sanitiser and antiseptic wipes to ensure there is sufficient for each session.</p> <p>Staff and students can wear a face covering if they choose – face coverings are optional, provided the government guidance is followed.</p>	<p>Site Team: 17.07.2020 - ongoing</p> <p>Head Teacher: 17.07.2020</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Letter: 28.08.2020</p> <p>Letter: 28.08.2020</p>	



			Staff and students can bring their own hand sanitiser to use at their own discretion.		
<b>Assessment Conclusion</b>	Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.				

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Dale Stephenson

**Job Title:** IT / Health and Safety Manager

**Signature:** 

**Date:** 12.10.2020

**To be completed by the Head teacher:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Mr David William Tromans

**Job Title:** Head Teacher

**Signature:** 

**Date:** 12.10.2020

**Links to Guidance**

**Staff, Pupils and Others**



Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

## **Personal Protective Equipment - PPE**

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

## **Travel**

[Safer travel guidance for passengers](#)



# Netherhall School - COVID-19 SCHOOLS OPERATIONS RISK ASSESSMENT



	Severity/ Outcome					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk