Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Definitions	Description					
Risk Assessment	A risk assessment is a process which assesses the level of harm in a workplace and identifies control measures to reduce the level of risk.					
Covid 19	What is COVID-19? COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.					
Hazard	Anything with the potential to cause harm					
Risk	The chance of the hazard causing harm					
Likelihood	The likelihood of an adverse event occuring is affected by two factors: •degree of exposure to the hazard and, once exposed to the hazard, •the likelihood that harm will occur					
Control Measures	Control measures are measures that are put in place to **reduce** the level of risk in the workplace.					

Definitions	Description					

Risk Assessment for COVID-Secure Secondary School Settings

Establishment: Blacon High School

Risk Assessment carried out by: Rachel Hudson and Laura Rose

Date: 29th June 2020

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and pupils are in school.	COVID-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	Clear, regular and continued communication from the Headteacher to students, parents and staff about symptoms to look out for and clear monitoring to ensure that anyone presenting with symptoms is sent home. Signs have been added at strategic points around school to remind all within the school community of measures in place, and good hygiene. Government guidance is followed around testing, and track and trace to reduce transmission where covid has been identified. You must avoid going into anyone's office and should phone them instead – Latest phone list W:\Staff Lists and Telephone list\BHS INTERNAL TELEPHONE LIST 13.10.20.xlsx Only 2 people allowed in an office if a clear 2 metre distance can be maintained, where 2 meters is not possible only one person will be allowed. Staff will be directed to work at home where appropriate. Do not share resources between staff – pens, equipment, paper Wear masks at all times in corridors, communal areas, on arrival and departure from school No face to face meetings to take place in school (To include SLT, all Department meetings and staff briefings) – all meetings should be arranged via zoom or Teams or Google Meet even if all staff are in school No visitors in school unless it is linked to safeguarding Parent meetings should be conducted over the phone or virtually Photocopiers will only be used by approved personnel, requests will be made through the admin team School will only be open to staff from 7.30am to 4.30 pm Maintain social distancing of 2 metres or more when in contact with other adults and students Ensure you regularly use the hand sanitiser, on entry and departure from school and classrooms/office	Medium	
		Children and young people		Medium	Scientific advice is suggesting that children are at lower risk of contracting Covid19 so with students attending at staggered times, and food being offered out of school rather than in school.	Low	Concerns over students attending with vulnerable family members.
		Visitors e.g. school governors, suppliers		Medium	Only essential meetings take place in school where it is not possible to hold virtually. This will minimise the number of people visiting school. We ask that one parent attends any essential meetings, following both the guidance set out in our policies, risk assessment and the DFE. Track and trace information is collected from all visitors on site. Soft furnishings have been removed from the reception area, and staff are to collect any visitors immediately from reception and take them to the area that the meeting will be held. Sanitising stations have been set up in reception, and the glass screens will remain closed.	Medium	
		Contractors		Medium	Only essential contractors are to visit the school, and are required to follow the schools risk assessment, checklist and procedures. This is checked by the School Business Manager.	Medium	
Drop off and collection of pupils		Parents, students and staff		Low	Most students walk or ride their bikes home. A staggered start and finish time has been implemented to avoid congestion at school entrances/exits.	Low	
Staff and pupils in classrooms		Staff and students		Medium	The area around the teachers desk has been marked 2 meters. The class teacher will minimise the movement of students around school where possible. Students will be supplied with their own equipment which will be kept in school, and consist of a pencil case, pen, pencil, ruler, rubber, calculator, protractor and highlighter. Paper will be provided and exercise books will not be used. Rooms including tables, chairs and door handles will be cleaned by the cleaning team using sanitising spray after use by each class bubble. Peddle bins are provided and will be emptied after use using the sufficient PPE. Sanitising dispensers have been added to the entrance of each classroom for all those entering to use. Tables, desks and door handles will be sanitised after each class.	Medium	More difficult to manage as numbers increase. Manageable with key workers/vulnerable students and small groups of Year 10 - not possible to manage with all students in.
Moving about the school		Staff and students		Medium/High	A one way system has been developed and adopted. Floors have been clearly marked 2 meters apart. Each bubble is staggered both on entry and departure to school to keep the number of people moving around school to a minimum. Hand sanitiser is available at strategic points around school, and at all exit and entry points. Students are supervised by teachers and other staff as they move around school.	Medium	

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Lunch and Break times		Staff and students		Medium/High	Staggered break and lunchtimes are in place. There is a reduced menu in operation to ensure that the number of people in the dinner at any one time is kept to a minimum. Cards have been given to students in place of the existing biometric system, and cashless catering is in operation. Signs are displayed and hand sanitiser is available. Canteen staff are provided with the required PPE, with a maximum of four members of staff allowed in the kitchen at any time, the dinner will be sanitised after use by each bubble this is checked by the School Business Manager regularly. Water fountains have been decommissioned, students will be asked to bring their own, staff will be supplied with drinks on request throughout the day. All kettles, fridges and microwaves have also been removed. Clear Perspex screens have been added to all areas where catering staff will be interacting with the wider school community	Medium	More difficult to manage as numbers increase. Manageable with key workers/vulnerable students and small groups of Year 10 - not possible to manage with all students in.
Staff Room		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Staff areas only open to 1 or 2 members of staff at a time due to layout and very limited space. Rooms are cleaned by the cleaning team after use with sanitiser. There are clear signs around social distancing and hygiene, all staff have received a set of checklists issued by the Headteacher, along with sanitising wipes and access to PPE on request. Refreshments are available in the dinner where social distancing can take place.	Medium	May need to close staff rooms and work on diner as key access for staff refreshments.
Office and Meeting Rooms		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		Medium	Signs have been put up to indicate a maximum number of staff in each office. Clear guidelines have been issued to staff in conjunction with whole staff meetings conducted by the Headteacher, and will continue as new information is released. All offices and meeting rooms are supplied with cleaning materials so that they can be cleaned after use. The cleaning team are working throughout the school day with a focus upon tables, chairs, bins and door handles.	Medium	More difficult to manage we move from a rota to full time.
School Assembly		Staff and students		High	No full year group or Key Stage assemblies. Briefings for students will be held by the Headteacher in the main school hall so that key messages can be given. Students will be in small groups and desks will be clearly marked 2 meters apart. Both entrance and exit into the school and hall will be managed by pastoral leads, multiples access points will be used into the hall, with sanitiser available at each point. Students are required to sanitize their hands and they enter the building.	Low	Cleaners on hand throughout the day to clean each room before new students and staff arrive.
Outdoor Lessons PE/Forest School		Staff and students		High	Only non-contact sport is to take place where it is possible to socially distance, this will be monitored by the class teacher. before touching equipment. A separate PE checklist has been developed in preparation for September.	Medium	Some concern over transmission of fluids if students are sweating or coughing as a result of physical exercise.
Use of Sports and Play Equipment		Staff, students and cleaners		Medium	All equipment to be wiped with sanitiser before and after use by designated members of staff. Sanitising dispensers, sprays and wipes have all provided and levels of supplies will be monitored by the cleaning manager.	Low	Checklist for staff and students in school outlining expectations and procedures for hygiene in PE and practical activities.
Cleaning		Parents, students and staff		Medium	Hand soap and sanitiser is made available to everybody, dispensers are located strategically around school, they are checked throughout the day to ensure that they are full. Sanitising spray and wipes have been distributed to all staff to ensure that desks are kept clean along with telephones, keyboards and other equipment. Paper towels are made available in all washrooms rather than hand dryers, and water fountains have been made inaccessible and clearly marked not for use. A bin with a lid is to be placed in each room, and cleaners have been given guidance how to empty these safety. A number of toilets have been made unavailable and those that are used are cleaned hourly, a record of this is kept by the Cleaning Manager. The school premises are to be cleaned throughout the school day, specific contact points such as door handles and banisters are cleaned each hour, and rooms are sanitised after use. The cleaning manager checks the standard of cleaning, and the areas cleaned. Gloves must be worn by the cleaning and site team when cleaning surfaces, and emptying bins.	Medium	
First Aid Provision		Staff and students		High	All First Aiders have been allocated learning modules within the IHASCO training package available to school (infection control and covid-19 return to work), along with guidance from the School Business Manager around the steps to take when undertaking first aid. PPE - mask, gloves and apron and visors are available along with non-contact thermometers. A designated room has been allocated to Covid-19 first aid, along with a specific cleaner briefed by the Cleaning Manager on how to clean this room after it has been used. All staff are required to complete the online training on infection control, this is monitored by the SLT training lead. HSE have advised that first aid certificates due to expire will be extended for a further three months.	Medium	

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Year briefings		Staff and students		High	Half year briefings will take place in the school hall. They will take place with 10 minutes between each group, which will allow for cleaning to take place between briefings.. There will be 2 meters between each class group.		
Catering		Staff and students		Medium	Both break and lunchtimes are staggered to keep the number of people in the canteen to a minimum. There are clear markings on both tables and floors to indicate where people can safely sit/stand 2 meters apart. The Catering Manager has sought advice from environmental health around the safety of staff, and relayed this message to the wider team including advice on PPE. See above lunchtimes/break times.	Medium/Low	
Deliveries and Waste Collection				High	Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):Site and cleaning team to wear gloves at all times when emptying bins 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 suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.	Medium	
Opening times of school and closure during weekends and half term		Staff and students		Medium	Staff instructed to be offsite by 4.30pm each day to reduce contact between adults and to allow sufficient time for cleaning. School to be closed during weekends and half term.	Low	
ICT Equipment - Laptops/Chromebooks and PCs		Staff and students		Medium/High	As there has to be 72 hours between the use of computers between bubbles, laptops are being labelled and assigned for either KS3 or KS4. In 201 and 202, the desktop computers are only to be used by KS4. If staff have a KS3 group the students must use the laptops that are permanently based in these rooms. At the moment there is a set of PC laptops for KS3 in 201 and a set of Chromebooks for KS3 classes in 202: these laptops and Chromebooks must stay in the computer rooms. In 204, there is a set of 30 Chromebooks for use by KS4 only and these must stay in 204. MFL have two sets of 15 laptops, one set for KS3 and one set for KS4. Ifstaff need to use these, email Rachel Thomas who has a booking system. Staff must make sure that the correct set is used for the class and they should be wiped down after each use. On the bottom floor, there is a set of laptops for KS4 use only, staff should contact Ilya Haycock to book these in advance for a KS4 group. Jamie and Joe are working hard to repair damaged laptops. When these laptops are repaired they will replace the Chromebooks in 202. This set of Chromebooks will then be available to book for KS4 use; initially they are needed by KS4 Tech classes to complete coursework that has a deadline in October, but will be available to book at other times. A small number or remaining laptops will then be labelled KS3 and KS4 and will	Medium/Low	Wipes to be by equipment for cleaning between uses as an additional measure even though resources are not been shared between bubbles or key stages.

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All Employees	COVID - 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues are available. Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) Maintain social distancing 2 metres where practical.	Medium/Low	PPE is only needed in a very small number of cases for further information please read the latest government advice on PPE here. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Clinically extremely vulnerable employees	COVID - 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	Clinically extremely vulnerable individuals are advised not to work outside the home.	Low	Clinically extremely vulnerable people are those who have received a letter from the NHS informing them that they are clinically extremely vulnerable
Clinically vulnerable	COVID - 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	If clinically vulnerable (but not clinically extremely vulnerable) individuals who cannot work from home, should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Individual risk assessments in place through liaison with Occupational Health. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.	Medium/Low	Clinically vulnerable people are those who either pregnant or who have underlying health conditions which would increase their risk from COVID-19. The Management of Health and Safety at Work Regulations 1999 applies to risk assessments in respect of new and expectant mothers (click here for further information.
Senior Leadership	COVID - 19	Head or Deputy	If both Head and Deputy are unavailable due to illness	Low	Acting up arrangements will be implemented for Assistant Heads in case of emergency.	Low	
Site Team	COVID - 19	Site Team	Illness and potential impact on keeping school open.	Medium	Site team are working separate shifts to reduce the contact within the team.	Low	
Admin Team	COVID - 19	Admin team	Illness and potential impact on keeping school open.	Medium	Members of the admin team are working from home where possible, to reduce contact with others.	Low	System is working well allowing staff to continue with their tasks whilst keeping everyone safe.
		Catering Staff	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	Medium	Members of staff are to wear face coverings at all times.	Low	

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All Non-employees	COVID - 19	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings or schools. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues is available. Cleaning frequently touched surfaces more often using standard products, such as detergents and bleach*. These products must contain at least 1000ppm AV Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) Reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small groups stays away from other people and groups. Maintain social distancing 2 metres where practical. Handling potential cases of the virus as per the advice. Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible. Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building Stagger assembly groups Stagger break times (including lunch), so that all children are not moving around the school at the same time Stagger drop-off and collection times For secondary schools and colleges, consider how best to supplement remote education with some face to face support for students. Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Keep small groups of children together throughout the day and avoid larger groups of children mixing. Ensuring play equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Reduce any unnecessary travel on coaches, buses or public transport where possible. Residential provision will also need to consider the maximum number of children or young people they can safely accommodate in residences. Re-opening of Secondary Schools from 15.06.2020. Continue to deliver remote education as the predominant form of education delivery for year groups 10 and 12. Continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support. Only a quarter of the year 10 and year 12 cohort (for schools with sixth forms) in school at any one time. Keep pupils in small groups for face-face support and keep those groups as consistent as possible whilst at school, (e.g. for arrival, lunchtime, breaks and departure). Altering the School environment Change classroom layout so desks are further apart or divide groups into different classrooms. No pupils should be on the school grounds unless agreed contact time. Minimising contact and mixing Practise social distancing - keeping pupils 2 metres apart from each other where possible. This is more achievable in secondary schools than in primary schools, due to the age of the pupils, and is more important as mixing between groups – while limited as far as possible – will be more common in secondary schools. Keep mixing between groups to a minimum. Where mixing is unavoidable keep groups smaller than normal. No more than half class sizes to ensure sufficient distancing. Use alternative larger space for larger groups where possible to maintain social distancing and reduce mixing. Stagger start and end times during transportation. Advise pupils and parents to minimise use of public transport where possible. Advise pupils on reducing social mixing outside of school.	Medium /Low	For advice on handling potential cases please click on this link
Clinically extremely vulnerable children and young people	COVID - 19	Children and young people	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school and they should continue to be supported at home as much as possible.	Low	
Clinically vulnerable children and young people	COVID - 19	Children and young people	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors. Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Stagger assembly groups. Stagger break times (including lunch), so that all children are not moving around the school at the same time. Stagger drop-off and collection times. For secondary schools, consider how best to supplement remote education with some face to face support for students. Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Re-opening of Secondary Schools from 15.06.2020. As well as the measures above (All non-employees), secondary schools should ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups. Schools have flexibility to determine how best to provide full-time provision for vulnerable children and children of critical workers in year 10 and year 12, alongside the support for others in those year groups. Vulnerable children and children of critical workers in other year groups should be accommodated as currently or if currently in a hub then schools should explore how to bring them back to their normal school, subject to this risk assessment and any Education Health Care Plan risk assessments.	Medium /Low	

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Visitors	COVID - 19	Visitors e.g. school governors, suppliers Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if this is practical. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Medium/Low	
Contractors	COVID - 19						

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Facilities Management	Re-occupying buildings	Building users	Non compliance with statutory requirements	High	Complying with government guidance - please click on this link		
Facilities Management	Fire	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Failure to maintain 2 metre distance resulting in contracting COVID 19. Burning by heat, flames and explosion. Smoke inhalation causing burning to the lungs and triggering conditions such as asthma. Suffocation or respiratory difficulties. Injury from falling or collapsing structure. Poisoning by inhalation of toxic gases and other combustion products.	Medium	Review Fire risk assessment	Low	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
	Asbestos	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Asbestos related lung disorders	Medium	As per asbestos management plan	Low	
	Legionella	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Legionnaires disease	Medium	As per legionella management plan	Low	
	Cleaning	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Covid-19	High	Hand soap is made available to everybody, dispensers are kept filled and checked throughout the day. Hand Sanitiser is provided throughout the school for regular use. Antibacterial spray and wipes are available to clean desks, telephones, keyboards and other equipment. Paper towels are made available in all washrooms rather than handdryers. A bin with a lid is to be placed in each room. The school premises are to be cleaned thoroughly on a daily basis with particular focus on surfaces that are touched by multiple people. Gloves must be worn by the cleaning and site team when cleaning surfaces, and emptying bins.	Medium	
	First Aid	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Covid-19	High	A member of staff trained in first aid will be on call at all times. PPE equipment including face covering, gloves hand sanitiser will be made available and must be used when dealing with first aid.	Medium	
	Internal doors	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Door stops are to be used at all times, to ensure there is adequate ventilation in small spaces.	Medium	

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Tell children, young people, parents, carers or any visitors, such as school governors, suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)

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Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Parents	Inhalation of contaminated droplets

Touching contaminated surfaces (then touching mouth/nose etc.) | Low | Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)

Advise parents 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)

Engage parents in education resources such as e-bug and PHE schools resources where possible.

Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.

Re-opening of Secondary Schools from 15.06.2020.
Advise pupils and parents to minimise use of public transport where possible. | Low | |
| Communicating your plans | Failure to communicate the schools plans resulting in transmission of COVID 19 infection | Children | Inhalation of contaminated droplets

Touching contaminated surfaces (then touching mouth/nose etc.) | Low | Engage children in education resources such as e-bug and PHE schools resources. Posters and lesson plans on general hand hygiene can be found on the ebug website.

Re-opening of Secondary Schools from 15.06.2020.
Advise pupils and parents to minimise use of public transport where possible.
Advise pupils on reducing social mixing outside of school. | Low | e-Bug |
| Communicating your plans | Failure to communicate the schools plans resulting in transmission of COVID 19 infection | Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers | Inhalation of contaminated droplets

Touching contaminated surfaces (then touching mouth/nose etc.) | Low | Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful | Low | |
| Communicating your plans | | Contractors and Visitors | Inhalation of contaminated droplets

Touching contaminated surfaces (then touching mouth/nose etc.) | | Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

Encouraging visits via remote connection/working where this is an option.

Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.

Limiting the number of visitors at any one time.

Limiting visitor times to a specific time window and restricting access to required visitors only.

Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Maintaining a record of all visitors, if this is practical.

Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. | | |

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
					Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.		
Management of information around symptoms, test results and isolating in line with guidance	Failure to follow correct procedures over periods of isolation when househld members are ill or whilst waiting for a test result	Students, staff and parents/family members	Students and staff could be infected in school if students are in when they should be isolating.	Medium/High	In order to protect staff and students we will work closely in partnership with parents to ensure that information about symptoms and testing results are shared with school at the earliest opportunity in order to keep everyone safe, to ensure that the required period of isolation is followed and to return students to school as soon as it is safe to do so. This is to protect staff and students and to ensure that the correct procedures are followed to keep everyone safe. Parents are working with us and sending in testing results as soon as they are received so that the return to school following COVID related symptoms, is at the appropriate, safest time in line with the guidelines.	Low	

Risk Assessment for COVID-Secure Secondary School Settings

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Hand Sanitiser	Skin irritation	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Skin irritation	Low	Don't use if skin problems e.g. dermatitis, pscoriasis, sore broken skin Use in accordance with the manufacturers instuctions	Low	
	Respiratory sensitisation. Ingestion causing irritation and intoxication. Irritation to the eyes	Children	Skin irritation Respiratory sensitisation Ingestion causing irritation and intoxication Irritation to the eyes	Medium	Only use under supervision Assist children in application of hand sanitiser Safe storage and safe location of hand sanitiser	Low	
	Skin irritation Respiratory sensitisation	Visitors	Skin irritation Respiratory sensitisation	Medium	Information and instruction		
	Fire through incorrect storage of flammable substances	Building Users	Fire through incorrect storage of flammable substances	Low	Keep away from ignition sources, naked flames Store away from heat sources Only store minimum quantities, adhere to COSHH guidelines	Low	Advice on storage of flammable substances here

				Risk Assessment for COVID-Secure Secondary School Settings			
Risk Title	**Hazard**	**Who could be harmed**	**How could people be harmed**	**Risk High, Medium, Low**	**Control Measures**	**Risk (after control measures implemented) High, Medium, Low**	**Risk Action Update / Comments**
Bleach	Irritation to the skin and eyes. Inhalation causing irritation to the nose, throat and lungs causing coughing. Ingestion causing severe irritation to the mouth and throat, stomach pains and possible ulceration.	Employees - Caretakers, Cleaners, Site Maintenance, Teaching and Support staff.	Eye Contact: Immediate irritation and severe pain. Skin Contact: Irritation, reddening of the skin. Prolonged contact may result in dermatitis. Sensitisation may also occur. Inhalation: Chlorine vapour irritates nose, throat and lungs causing coughing. Ingestion: Severe irritation to mouth and throat stomach pains and possible ulceration	Medium	Don't use if skin problems e.g. dermatitis, pscoriasis, sore broken skin. Use in accordance with the manufacturers instuctions and application sheet. Follow the correct checmical contact time and dilution ratios. Only use in well ventilated areas. Wear gloves and eye protection in accordance with manufacturers instructions Ensure the cap to products is secure before storing. Store chemicals securely when not in use. Ensure residues are removed to prevent damage to pupil clothing and school furnishings.	Low	COSHH and cleaners - key messages
	Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration. Irritation to the eyes and skin	Children and Young People	Irritation to the eyes and skin. Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration.	Medium	Do not use cleaning chemcials when children are present, remove children from the area before cleaning. Ensure surfaces are dry before allowing pupils to enter rooms where bleach has been used to disinfect surfaces. Do not allow children access to cleaning chemicals and store chemicals securely when not in use.	Low	
Sanitising Spray and disinfectant							

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments

Risk Assessment for COVID-Secure Secondary School Settings

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
If someone becomes unwell at an educational or childcare setting	COVID 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children and Young people Visitors e.g. School governors Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need	Low	Covid-19-stay-at-home-guidance How to apply for a coronavirus-test

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments