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Risk Assessment – School Reopening to All Pupils During the Coronavirus (COVID-19) Pandemic



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School Name:	Leeds Menorah School
Site Details:	399 Street Lane, Leeds, LS17 6HQ
Risk Assessor's Name:	Rabbi Eli Pink
Risk Assessment Date:	30/08/2020

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2020 in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p>We will take steps to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically vulnerable or clinically extremely vulnerable.</p> <p>Our control measures will include:</p> <ul style="list-style-type: none"> • Review personnel records or issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable using the Returning to Work Questionnaire. • For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable. Risk assessments are to be signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes. • For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable.
<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result</i></p>	<p>We will take steps to identify those pupils that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically vulnerable or clinically extremely vulnerable.</p> <p>The majority of pupils will be able to return to school. However:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

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	<i>of contracting COVID-19 whilst at school.</i>	<ul style="list-style-type: none"> • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ guidance for children and young people. <p>Control measures will include:</p> <ul style="list-style-type: none"> • Review pupil health records or issue questionnaires to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. • For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents/carers to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level. Risk assessments are to be signed and dated by both the assessor and parents/carers, and are regularly reviewed and updated in line with any changes. • Ensure that contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate).
<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> • Either themselves or a member of their household developing symptoms of COVID-19; 	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<ul style="list-style-type: none"> • Complete review of key staff and agreement on minimum service requirements. • Develop contingency plans where appropriate. • Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible. • Cleaning staff to work when pupils and staff offsite or outside during lunchtime.

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<ul style="list-style-type: none"> • Being notified to self-isolate by NHS Test & Trace; and/or • Having an underlying health condition that results in them being clinically extremely vulnerable. 		
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the stay at home guidance. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a pupil becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they must be sent home with their parent/carer and advised to follow the stay at home guidance. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 7 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic pupil first had symptoms.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, 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.</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p>

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		<ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>We will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>If a member of staff is diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE).</p> <p>If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker’s death then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the case of disease report form. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the Health & Safety Executive (HSE).</p>

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		<p>If an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2), this must be reported to the enforcing authority under RIDDOR 2013 as a dangerous occurrence. Further information is available from the HSE.</p> <p>If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to Classroom 5 where they can be isolated behind a closed door. Be mindful of individual pupils' needs – for example it would not be appropriate for younger children to be alone without adult supervision. 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. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst 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). Information on the PPE required is provided in Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE). 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. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Consider that parents/carers/family members attending site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the school.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>

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		<p>Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of COVID-19).</p> <p>Further control measures will also include:</p> <ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of COVID-19. • Display posters informing of symptoms in prominent locations. • Informing pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the stay at home guidance. • Following above procedures outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/ assistance, arranging a test, and internal recording, tracking and tracing) and ensure that this is communicated to all staff. • Following above procedures outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 8 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest guidance for schools. • Communicate to staff and parents/ carers following a confirmed case at the school via the school office using email, whatsapp and SMS messaging. • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. • Put up suitable signage in isolation room – Classroom 5. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings. • Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here).

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		<ul style="list-style-type: none"> • Ensure that records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist the health protection team in determining close contacts. • Local health protection team to be contacted immediately by the school upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken.
Failure to implement suitable social distancing – general.	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). The overarching principle we will apply is reducing the number of contacts between children and staff. Due to the small number of pupils, the entire school will be one bubble, but we will be maintaining distance between individuals wherever possible.</p> <p>Older children it will be instructed about distancing. For children old enough, they will also be supported to maintain distance and not touch staff where possible.</p> <p>Further information on how to group children is provided in the latest guidance for schools.</p> <p>Further control measures will include:</p> <ul style="list-style-type: none"> • Arranging classrooms with forward facing desks • Staff maintaining distance from pupils and other staff as much as possible. • Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible. • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.
Failure to implement suitable social distancing measures – arrival and departure of staff and pupils	<i>All Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>Parents to be reminded about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their</p>

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		<p>classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>Further control measures will include:</p> <ul style="list-style-type: none"> • Providing handwashing facilities, or alcohol hand rub/ sanitiser where not possible, at entry/exit points. • Staff to ensure that they wash their hands thoroughly upon arrival to the site. • Staff to direct pupils to wash their hands thoroughly upon arrival to the site (N.B. younger pupils and/or those with complex needs may require supervision/assistance). • Using signage/ floor markings to assist parents/ carers and pupils to maintain social distancing in areas where queues are likely to form and for pupils lining up. • Using signage/ floor markings and introducing one-way flow at entry and exit points. • Planning parents’/ carers’ drop-off and collection protocols that minimise contact (e.g. staggered drop-off and collection, allocate different drop-off/ collection locations to different pupil groups, only one parent/ carer to attend etc.). • Parents/carers to be instructed that they must not gather at the school gates. • Parents to be instructed that other than the agreed drop-off and collection procedures, that they are not permitted to come onto the site without a prior appointment. • Ensuring that clear procedures for arrival and departure covering all of the above are communicated to staff, parents/carers and pupils.
<p>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • Desks/workstations to be spaced as far apart as possible- ideally 2m as a minimum. Any unnecessary furniture will be moved out of classrooms to create space, markings will be placed on desks/workstations to indicate those that can/can’t be used, chairs will be removed from desks that are not to be used. • Staff to maintain distance from their pupils (ideally 2m), staying at the front of the class where possible. It is recognised that this is not always possible, particularly when working with younger children, but if staff can do this when circumstances allow that will help. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone where possible. • Rearrange desks/workstations to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on. • Ensure that staff, pupils, and parents/ carers are briefed on the new social distancing procedures.

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Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, playgrounds, toilets etc.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Putting measures in place to keep pupils apart whilst in common areas such as implementing one-way systems with signage for external access paths, corridors and staircases, use of floor markings in halls and playgrounds, limiting the number of persons that can access the toilets at any one time, taping off toilets/ sinks to aid social distancing measures etc. • Staff and pupils to access rooms directly from the outside where possible and safe to do so (consider safety of external routes). • Outside space to be used for breaks and exercise where possible.
Failure to implement adequate social distancing and hygiene measures at lunchtime.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Pupils to be kept apart as much as possible and surfaces in the dining areas should be cleaned immediately after lunch. • Reconfiguring seating and tables to support social distancing in dining areas. • Using signage/ floor markings to assist staff and pupils to maintain social distancing in areas where queues are likely to form. • Staff and pupils to be directed to wash their hands thoroughly before and after eating.
Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Allowing those staff that can work safely from home to continue to do so to limit the number of staff on site. • Staggering the use of offices, staff rooms, rest areas and toilets to limit occupancy. • Increasing the frequency of hand washing and surface cleaning. • Holding staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of staff members to be kept to a minimum, and meeting to be kept as short as possible. Staff to avoid the sharing of pens, documents and other objects during meetings.
Failure to implement suitable social distancing measures – contractors and visitors	<i>All</i> <i>Potential spread of COVID-19 between staff,</i>	Please refer to the section of this risk assessment on 'Contractors/ visitors attending site' for further information.

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	<i>pupils and others on site.</i>	
Hazards associated with music activities	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Keeping activities involving singing, chanting, playing brass or wind instruments, or shouting to only those that are deemed essential. • Reviewing all relevant music activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Implementing physical distancing measures for music lessons involving singing, chanting, playing brass or wind instruments, or shouting (i.e. 2m spacing between participants as a minimum). • Playing wind or brass instruments – including the shofar – and singing outside wherever possible. Social distancing will still need to be maintained, even when outside, or where this is not possible, using large, well-ventilated spaces for these activities. These spaces used for these activities should also be cleaned more regularly). • Ensure that pupils and teachers are positioned back-to-back or side-to-side (i.e. not face-to-face). • Sharing of instruments to be avoided.
Hazards associated with physical activities	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Pupils to be kept in consistent groups for physical activities. • Social distancing to be maintained between participants. • Participants to wash hands thoroughly before and after physical activities. • Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups. • Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities. Spaces used for these activities should also be cleaned more regularly. • Contact sports to be avoided.
Educational visits.	<i>All.</i>	<ul style="list-style-type: none"> • None to take place during Autumn term.

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	<i>Travelling against FCO/ government advice.</i>	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.	<i>All Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.</i>	<ul style="list-style-type: none"> • No pupils currently travelling to school on public transport. • Ensure staff, pupils and parents/ carers are aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. • Encourage staff, pupils and parents/carers to walk or cycle to the school if possible. • Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.
Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/sanitiser). Review handwashing facilities available and where a sink is not nearby, provide alcohol hand rub/ sanitiser or skin friendly skin cleaning wipes in classrooms and other learning environments, as well as reception areas, staff rooms and meeting rooms, and other prominent locations. • Appointed staff to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/sanitiser, skin friendly skin wipes, and paper towels are checked and topped up where necessary. • School Administrator to review stocks of hand soap, alcohol hand rub/ sanitiser, skin friendly skin wipes, paper towels and tissues; and purchase additional stocks if required. • Provide tissues and bins in classrooms and other key areas to support the 'catch it, bin, it, kill it' approach and ensure that these are topped up regularly. • Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and upon arrival at the school, after using the toilet or changing a nappy, before and after eating or handling food, when changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. NHS advice on handwashing, including a video, is available here. • Draw up a schedule for handwashing, especially for younger pupils.

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		<ul style="list-style-type: none"> • Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it). • Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth). • Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.). • Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • Staff to supervise young children and those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/sanitiser and catch coughs and sneezes in tissues. If alcohol hand rub/sanitiser is being used, then staff to closely supervise safe use given the ingestion risk. Skin friendly skin cleaning wipes can be used as an alternative. • Staff to encourage young children to learn and practice good hand and respiratory hygiene through games, songs and repetition.
<p>Contractors/ visitors attending site.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</i></p>	<p>Use the Visitor and Contractor Induction Checklist in conjunction with existing induction procedures.</p> <ul style="list-style-type: none"> • Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible. • Limit the number of contractors/ visitors on site at any one time. • Record to be kept of all contractors/ visitors attending site. • Limit the areas of the workplace that contractors/ visitors are permitted to access. • Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils (e.g. can routine maintenance be carried out at weekends or outside of core hours?). • Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site. • Deliveries to be left in the school yard, near to the entrance to prevent the need for couriers to enter the school buildings. • Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering. • Upon arrival at the site, staff to brief contractors/ visitors to:

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		<ul style="list-style-type: none"> ○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site; ○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it'); ○ The need to avoid touching their face (and especially the eyes, nose and mouth); and ○ The need to follow the social distancing guidance whilst on site. ● Staff to maintain social distancing when escorting contractors/ visitors. ● Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. ● Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.
Use of supply teachers and other temporary or peripatetic teachers	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> ● Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). ● Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils. ● Consider using longer assignments to minimise the number of temporary staff entering the premises.
Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> ● Review cleaning regime for general areas with a view to improving the frequency and intensity of cleaning. ● Ensure routine cleaning and disinfection of frequently touched surfaces e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc. ● Reduce clutter and remove any items that are difficult to clean. ● Ensure that bins for tissues are emptied regularly. Use lidded bins are provided where possible. ● Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review. ● Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. ● Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum). ● Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE.

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<p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • All cleaning schedules to be compiled. • Review and agree on equipment/resources that can be shared and communicate this to staff and pupils; • Review and agree on items that can be brought into school and communicate this to staff, pupils, and parents/carers. Government guidance recommends that that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items). • Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff. • Classroom based resources (such as books and games) to be cleaned regularly. • Resources that are shared (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously on a regular basis. • Outdoor play equipment and resources used by wraparound care providers to be cleaned more frequently. • Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently. • Unnecessary sharing of take-home resources to be avoided (N.B. similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources). • Staff and pupils to use allocated desks/tables where possible. Hot desking to be avoided. Desks/tables to be appropriately cleaned prior to each new user. • Reduce clutter and remove any items that are difficult to clean. • Ensure that COSHH assessments are completed for any new hazardous cleaning substances introduced as a result of your review. • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE. • Cleaning schedules/procedures to be compiled (or update existing schedules/procedures to reflect changes).

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a boarding house used to quarantine suspected/ confirmed cases of COVID-19, isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document COVID-19: cleaning in non-healthcare settings outside the home. • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required. • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly, or confirmation of a negative test result. • Staff or contract cleaners to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings outside the home, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely. Staff must not shake dirty laundry prior to washing. • Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/ disposed of in line with the government guidance. • Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/ dormitory, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/ confirmed case). • Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (N.B. all training should be recorded). • Provide cleaning staff with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).
<p>Hazards associated with the catering provision</p>	<p><i>All</i></p>	<ul style="list-style-type: none"> • Packed lunches only to be eaten by pupils and staff in the lunchroom. Snack to be consumed outside during breaks only.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • Hands to be washed before and after the consumption of food. • Lunches and snacks to be non-perishable and stored in pupils' snack or staff members' bags.
Lack of adequate trained fire personnel.	<p><i>All.</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i></p>	<ul style="list-style-type: none"> • Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?). • Identify further key persons required, together with deputies/cover, and provide training accordingly • Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).
New fire hazards as a result of implementing control measures for COVID-19.	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<ul style="list-style-type: none"> • Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas). • Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points. • Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.). • Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated. • Ensure that the fire procedures are reviewed and updated to consider any changes required. • Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes. • Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
Lack of adequate trained first aid/medical/administration of medication personnel.	<i>All.</i> <i>Various injuries/illness as a result of delayed access to first aid/administration of medication.</i>	<ul style="list-style-type: none"> • Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?). • Review your first aid needs risk assessment to take account of reduced staff. • Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.
Provision of first aid/medical treatment to symptomatic individuals/confirmed cases.	<i>Staff administering first aid/ medical treatment.</i> <i>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</i>	<ul style="list-style-type: none"> • Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements. • Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles). • Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded). • Review bodily fluid and infection control procedures.
Lack of risk assessments for any new/adapted teaching activities.	<i>All.</i> <i>Various injuries arising from teaching activities.</i>	<ul style="list-style-type: none"> • Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities. • Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.
Legionella risk arising from unused buildings and/or parts of the premises.	<i>All.</i> <i>Exposure to legionella bacteria</i>	<ul style="list-style-type: none"> • School Administrator to determine what steps (if any) need to be taken prior to reopening. • Identify any buildings and internal/external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets. • Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum).

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>leading to serious illness or death.</i>	<ul style="list-style-type: none"> • Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above. • Ensure that persons tasked with actions relating to the legionella written control scheme.
Poor ventilation	<p><i>All.</i></p> <p><i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i></p>	<ul style="list-style-type: none"> • Advise staff to open windows where possible and safe to do so. • Assess which doors (if any) can be propped open to improve ventilation. This will need to be considered from a fire risk assessment perspective, and your fire risk assessment updated where appropriate, as well as considering safeguarding and security risks and advising staff on which doors can be propped open and the procedures to follow (e.g. that staff are advised to remove any wedges and close doors when rooms are left unoccupied etc.). Where such procedures are implemented, close monitoring will be necessary to ensure that staff are complying with requirements. • Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.
Failure to complete adequate cleaning and checks prior to reopening the School	<p><i>All</i></p> <p><i>Various issues could arise as a result of not completing the necessary checks</i></p>	<ul style="list-style-type: none"> • The Office Administrator will be responsible for managing the premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening. • Complete a visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns. • Review maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening. • Arrange for a competent person to test/ inspect all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening. • Complete a visual inspection of all ACMs prior to reopening to confirm that there has been no damage during the initial lockdown period. If any damage is identified, the area is to be isolated immediately and asbestos consultant contacted for their advice. • Ensure that a written plan is formulated to ensure that all necessary inspections, tests, and cleaning are undertaken prior to reopening.
Poor staff wellbeing	<i>Staff.</i>	<ul style="list-style-type: none"> • Update the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above). • Consult with staff on the protective measures that are being implemented.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>Poor mental health, including work-related stress.</i>	<ul style="list-style-type: none"> Brief all staff in the protective measures that are (or will be) in place.
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p><i>Staff.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home.</i></p>	<ul style="list-style-type: none"> Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing. Guidance is available at Working from Home: A Brief Guide for Employees. Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.). For those staff working from home temporarily, consider issue a homeworker checklist to assist in identifying any individual issue: Temporary Home Worker Self-Assessment Checklist. Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). Where feasible, consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. Line Managers to keep their teams up to date on any changes that may impact them. For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.
Poor pupil wellbeing	<i>Pupils.</i>	<ul style="list-style-type: none"> Review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>Fear, anxiety, and poor mental health.</i>	<ul style="list-style-type: none"> • Ensure that pupils are informed of who they can speak to if they have any worries/concerns about returning to school.
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p><i>Pupils.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i></p>	<ul style="list-style-type: none"> • Provide pupils with guidance on how to safely learn at home from Top Tips for Pupils Learning from Home. • Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.). • Review communication channels for academic and pastoral support.
Fear/ anxiety caused by returning to school.	<p><i>Staff, pupils, and parents/ carers.</i></p> <p><i>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</i></p>	<ul style="list-style-type: none"> • Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • Provide staff, pupils and parents/carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school. • Identify any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible. • Make reasonable adjustments where possible to alleviate concerns on a case by case basis. • Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. • Review and update Bereavement Procedure.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
Pupils with SEND	<i>SEND Pupils.</i> <i>SEND pupils are not adequately supported.</i>	<ul style="list-style-type: none"> • SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND pupils returning to school in September.
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	<i>Staff and pupils.</i> <i>Various potential safeguarding issues.</i>	<ul style="list-style-type: none"> • DSL or Deputy DSL to lead a review of the child protection/safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with virtual/online teaching and learning. • Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.
Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff	<i>All</i> <i>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</i>	<ul style="list-style-type: none"> • Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?). • Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent. • Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	<i>Staff and pupils</i> <i>Various potential child protection/</i>	<ul style="list-style-type: none"> • DSL or Deputy DSL to lead a review of the school's existing child protection/ safeguarding policy against the Government guidance document Coronavirus COVID-19): safeguarding in schools, colleges and other providers. • Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy via email and briefed on the key changes.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>safeguarding issues</i>	<ul style="list-style-type: none"> • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.
<p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p>	<p><i>All</i></p> <p><i>Staff, pupils, parents, contractors and visitors not being made aware of procedures</i></p>	<ul style="list-style-type: none"> • Develop communication plan to consider both internal and external communications (i.e. what needs to be communicated, when, to whom, and how). • Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening (please also refer to the sections of this template risk assessment covering cleaning and catering). • Compile and issue formal communications to parents to advise them of key information including: <ul style="list-style-type: none"> ○ That they and/or their child/ren must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; ○ That only one parent is permitted to attend the school for drop off/pick up; ○ Not to gather at the school gates/entrances/doors and to maintain social distancing; ○ Their designated drop off/pick up point and times (N.B. site maps could be used to indicate drop off/pick up locations to minimise confusion); ○ That they must not enter the buildings unless they have a pre-arranged appointment; ○ Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.); ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and ○ Advice on use of public transport (i.e. they could be directed to read the safer travel guidance for passengers and to avoid travelling during peak times), the procedures for them to follow and measures in place to minimise the risk. • Consider how to engage parents and pupils in relevant education resources such as e-bug and the Public Health England website. • Compile and issue formal communications to staff to advise them of key information including:

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> ○ That they must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That they must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; ○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site; ○ Social distancing and hygiene procedures; ○ Any changes to fire or first aid procedures; ○ That parents/visitors must not enter the buildings unless they have a pre-arranged appointment; ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and ○ Advice on use of public transport (i.e. they could be directed to read the safer travel guidance for passengers and to avoid travelling during peak times). N.B. you may wish to compile a COVID-19 staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.) You should also consider a formal induction for pupils. It is recommended that inductions are recorded as evidence of training. ● Complete a training needs analysis to identify any additional staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical staff/boarding staff responding to a suspected case, changes in fire procedures etc.). ● Review and update staff disciplinary and pupil behaviour policies to reflect the new rules and routines. (N.B. you may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and pupils, and used to support disciplinary action for non-compliance).
<p>Failure to consult with staff and others on the risks presented by COVID-19.</p>	<p><i>Staff.</i></p> <p><i>Staff are not provided with the opportunity to actively contribute</i></p>	<ul style="list-style-type: none"> ● Issuing copies of risk assessments to staff and others and inviting feedback. ● Publish the COVID-19 risk assessment on the school website to provide transparency of approach (HSE would expect all employers with over 50 staff to do so). ● Adding COVID-19 as a rolling item for the H&S Committee.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	<i>to the risk assessment process.</i>	
Failure to develop a contingency plan for outbreaks.	<i>All.</i>	<ul style="list-style-type: none"> Review section 5 of the latest guidance for schools and develop suitable contingency plans.
Failure to implement and adhere to the latest government advice/guidance	<p><i>All.</i></p> <p><i>Failure to adhere to government advice/guidance resulting in increased risk of infection.</i></p>	<p>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. The School Administrator will keep up to date with the latest public health and other advice on COVID-19 available at websites below and feedback key points to SMT/SLT:</p> <ul style="list-style-type: none"> https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Guidance for full opening: schools Coronavirus (COVID-19): guidance on isolation for residential educational settings Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) Managing school premises during the coronavirus outbreak Coronavirus (COVID-19): safeguarding in schools, colleges and other providers Safeguarding and remote education during coronavirus (COVID-19) Coronavirus: travel guidance for educational settings COVID-19: cleaning in non-healthcare settings outside the home Coronavirus (COVID-19): safer travel guidance for passengers Independent Schools’ Bursars Association (ISBA) Independent Schools Council (ISC) Association of School and College Leaders (ASCL) Boarding Schools’ Association (BSA) latest COVID-19 updates <ul style="list-style-type: none"> SMT/ SLT to review key points and decide on any actions required.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/ SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p><i>All.</i></p> <p><i>Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</i></p>	<ul style="list-style-type: none"> • Ensure that this risk assessment is reviewed and agreed at Trustee level prior to reopening. • Nominate a member of SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. • Develop procedures to monitor compliance, such as cleaning checklists, health & safety walks to observe social distancing practices etc. and task relevant staff with completing and reviewing them. • Hold regular meetings to discuss the school's COVID-19 response (you may wish to set up a specific action group). • Develop action plans with SMART targets to address any issues, with periodic monitoring by SLT. • Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required (and that updates are communicated to staff and where relevant, parents and pupils).

Next review due:

Monday 12th October
