



Risk Assessment for:	Full Opening September 2020	Date:	16.7.2020
Carried out by:	Markeaton Primary School and Governors	Reviewed:	19.8.2020

Hazard/Area of Concern	Persons At Risk	Impact	Likelihood	Risk - H M L	Control Measures	Comments and/or Action	Residual Impact Rating	Residual Likelihood Rating	Residual Risk Rating - H M L
1. Re-opening after a lengthy closure/Summer Holiday.	Pupils, staff, visitors, and the general public using equipment, systems, and premises which are not at the required levels of safety.	3	1	L	<ul style="list-style-type: none"> • Servicing of equipment to be completed in accordance with manufacturers requirements. • Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use. • Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. • Check fire safety systems including checking fire doors are operational and fire alarm 	If you have continued to maintain your statutory premises maintenance regimes, probably the only additional task will be the weekly flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use. During school holidays weekly flushing (not	2	1	L

					<p>and emergency lights are operational. Ensure records are maintained.</p> <ul style="list-style-type: none"> Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required (see Managing school premises guidance). Clean and disinfect all areas and surfaces prior to reopening and, if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use. Update key holder information. 	<p>exceeding 7 days) should continue for every outlet that is little used (which is probably the whole school). Records should be maintained.</p>			
2. Contracting COVID-19 from being in the school	Pupils, staff, visitors, and the general public	4	3	M	<ul style="list-style-type: none"> <u>If a child or adult displays symptoms of Covid-19 during the day, then they will wait in the isolation room. The</u> 	Re-send clear guidance to all staff and parents/carers of	3	1	L

<p>environment by contact with an infected person</p>	<p>becoming infected with COVID-19:</p>				<p><u>child’s siblings attending school should also be sent to the isolation room and wait until collected or permitted to go home. A Covid-19 test must be booked immediately. All children and adults in the same bubble as this person will remain in school until a test result has been obtained.</u></p> <ul style="list-style-type: none"> • <u>If a child is unable to be taken to the isolation room, consider if the child can be moved to the outside space or be supervised with social distancing in place; control measures to be implemented and cleaning measures afterwards.</u> • <u>If the child or adult returns a positive Covid-19 result then every other child and adult in that bubble will be sent home and that bubble will be closed for the required amount of time as stated in the government guidance.</u> • Pupils, staff or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period; if the individual continues to have a raised temperature, they are 	<p>pupils prior to school re-opening and put on school website.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected.</p> <p>Communicate information regarding how to obtain a COVID-19 test.</p>			
---	---	--	--	--	--	---	--	--	--

					<p>required to remain away from school until a normal temperature can be maintained.</p> <ul style="list-style-type: none">• Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the required amount of time as stated by the government guidance.• If a pupil or staff member has a positive COVID-19 test, the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.• Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.• If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.• Government self-isolation guidance				
--	--	--	--	--	--	--	--	--	--

3. Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable (at risk groups i.e. Black, Asian and Minority Ethnic (BAME) backgrounds, clinically vulnerable, including pregnant women) – <i>(refer to Government list)</i> are likely to experience worse symptoms and additional health issues if they contract COVID-19	4	3	M	<ul style="list-style-type: none"> • Staff and pupil survey undertaken to determine individuals that are clinically vulnerable/clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school. • Where a pupil's health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis. 	<p>Individual risk assessments to be completed, if not done already, for at risk pupils and those with an EHCP.</p> <p>Home Learning approach to be refined (KH to deliver INSET Training).</p>	3	1	L
4. Congestion when accessing or leaving school grounds/controlling mixing of bubbles.	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	3	M	<ul style="list-style-type: none"> • Start and finish times for Bubbles staggered to reduce congestion. Different entrances and exits used where possible. • Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not 	Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils (see 'Back to School' Plan).	2	1	L

					<p>possible for them to be at home with another responsible person.</p> <ul style="list-style-type: none"> • Classes/year groups given clear information about gates/times for drop off and collection. • Designated areas (marked out by barriers and ground markings) for each Bubble to be put in place on playground/field to avoid mixing of bubbles. • Parents to be encouraged to drop off and leave as quickly as possible. • For collection, parents to use bespoke 'one-way' system (ground markings - as explained in the 'Back to School' Plan). Once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately. • Staff are encouraged to cycle or walk to work. • Staff advised to arrive by main school entrance and within designated timeframe prior to pupils' arrival (no later than 8.15am) and to ensure that they maintain appropriate social distancing within the car 	System to be in place to manage pupils who arrive late or are not collected on time.			
--	--	--	--	--	--	--	--	--	--

					<p>park and on pathways.</p> <ul style="list-style-type: none"> • If public transport is used a face covering must be worn unless you are exempt for health, disability or other reasons (list of face covering exemptions) • Anyone using carshare, in accordance with Government guidelines, passenger should be seated in the back, diagonally to driver with window open. 				
5. Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	2	L	<ul style="list-style-type: none"> • Teachers to walk their designated group into the building, either directly into their classroom or via their designated entrance and route in a controlled manner. • Teachers to walk their bubble in a controlled manner directly from their classroom to the playground/designated areas to be reunited with their parents/carers for collection at the end of the day. • Minimal movement of pupils around the school building during the day. • Social distancing signage and floor markings displayed. 		2	1	L
6. Ineffective personal hygiene	Pupils, staff, visitors, and	2	3	M	<ul style="list-style-type: none"> • Robust handwashing promoted (outside sinks for 	NHS video for handwashing	2	1	L

measures	the general public becoming infected with COVID-19:				<p>children have been installed and each classroom has blended hot water).</p> <ul style="list-style-type: none"> • Staff and pupils are requested to wash hands prior to leaving home in the morning. • All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school. • Following use of toilet facilities, hands must be washed with liquid soap and warm water. • Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play, hands must be washed with liquid soap and warm water or hand sanitiser. • Staff and pupils encouraged to follow the 'Catch it, Kill it, Bin it' protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or 	<p>Hand sanitiser is available (hand sanitiser must contain at least 70% alcohol).</p> <p>Disposable tissues are available in school.</p> <p>Handwashing posters by all sinks</p> <p>'Catch it Kill it Bin it' posters around school</p> <p>Reminder sent to parents/carers about transportation of non-essential items e.g. pencil cases, water bottles etc.</p>			
----------	---	--	--	--	--	---	--	--	--

					<p>other surfaces.</p> <ul style="list-style-type: none"> • Posters are displayed by sinks to show how to effectively wash hands. • 'Catch it, kill it, Bin it' posters displayed around the school. • Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils. • Where pupils are to use hand sanitiser this should be done under adult supervision (where possible). • Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing. • Non-essential items not to be brought into school by pupils or staff. 				
7. Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	3	2	L	<ul style="list-style-type: none"> • Parents are not currently allowed into reception area without an appointment or exceptional circumstances e.g. medical emergency. • Hand sanitiser to be available 		3	1	L

					<p>at reception for visitors to use on arrival before signing in (see above for when this is permitted) and prior to leaving the premises.</p> <ul style="list-style-type: none"> • Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building (if indoors, social distancing must be adhered to and room must be well ventilated). • Staff to pass through reception maintaining appropriate social distancing. • Due to office size, layout and limited space, non-office-based staff are not to enter the office area; requests to be made from the doorway (and vice versa if office staff visiting classrooms). • Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser. 				
--	--	--	--	--	---	--	--	--	--

					<ul style="list-style-type: none"> • Perspex screens in place. • Hand sanitiser to be made available at visitors signing in area. • Plastic 'in-trays' for post and any other documents, have been deposited in the doorway of each classroom to avoid office staff having to enter a 'bubble'. 				
8. Possible contamination within classroom and/or teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	3	L	<ul style="list-style-type: none"> • Classrooms with external door direct to the outside to be used where possible (only FS2/Reception classes). • Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable. • Staff are to maintain social distancing from other members of staff and pupils where possible. • Outdoor learning to be considered and undertaken maintaining social distancing. • Pupils to be given their own designated desk to minimise any potential cross 	Decide who will be responsible for the cleaning of equipment and resources used, how often and what cleaning products will be used i.e. spray disinfectants, diluted Milton solution, etc.	2	1	L

					<p>contamination (maximum of 2 per desk).</p> <ul style="list-style-type: none"> • Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas. Only wipeable furniture to remain. • Soft toys removed from all classroom and learning areas (where applicable). • Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. • Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior to and after use e.g. Laptops. • Resources available will be limited to what is essential for use of a daily basis and planned in advance. • Wherever possible computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the 				
--	--	--	--	--	--	--	--	--	--

					<p>classroom. Hand sanitiser to be used.</p> <ul style="list-style-type: none"> • Weather permitting, windows to be opened to provide fresh air to be circulated within classroom and learning areas. • Wherever possible light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom. • Additional cleaning of toilet and sink facilities to be implemented throughout the school day. Cleaning Staff hours extended to accommodate cleaning throughout the school day. • Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required. Cleaning Staff hours extended to accommodate cleaning throughout the school day. 				
--	--	--	--	--	--	--	--	--	--

<p>9. Possible contamination from use of toilet/welfare facilities</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>2</p>	<p>3</p>	<p>L</p>	<ul style="list-style-type: none"> • Staff to access staffroom maintaining appropriate social distancing. Additional staff facilities (kettle, microwave, toaster) installed to create extra staffrooms. • Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas when possible. • Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing video). • Sufficient liquid soap will be available at all times, in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required. • Only liquid soap is permitted in school. • Hand drying will be disposable towels only (to be reviewed at a later date). 	<p>Ensure that there are sufficient stocks of liquid soap and paper towels available</p> <p>Increased number of staffrooms will be made available to reduce congestion.</p> <p>Staff to be given timetable of when and where additional cleaning takes place.</p>	<p>2</p>	<p>1</p>	<p>L</p>
--	---	----------	----------	----------	--	---	----------	----------	----------

10. Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	3	L	<ul style="list-style-type: none"> • Break times staggered with staff and pupils allocated specific break times and areas to be accessed “within Bubbles”. • Fixed external play equipment to be frequently cleaned, before and after each bubble has used it. • Only hard equipment that can be sanitised prior and after use to be available to pupils. • If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours. • Consider and develop a plan depending on the number and size of playgrounds/fields etc. • Specify zones, times and supervision ratios for each bubble and communicate. • Staffing ratios assessed and determined in “Bubbles”. • If pupils are eating, hands to be washed before and after eating (see handwashing). 	Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. spray disinfectants, diluted Milton solution, etc. List of play equipment which can be used given to staff.	2	1	L
--	--	---	---	---	---	---	---	---	---

					<ul style="list-style-type: none"> After external activities – staff and pupils to wash hands (see handwashing). 				
11. Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	3	L	<ul style="list-style-type: none"> Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed (only packed lunches being served till 18.9.2020 when it will be reviewed). Consider once this is reviewed, the risk assessment is reviewed with changes/additions added in. Areas used for eating to be set up to maintain social distancing (classrooms to be used till 18.9.2020 when it will be reviewed). Ensure tables and chairs are cleaned before and after eating. No self-service food facilities available including salad bars. If the same tables and seats are being used by different pupils over lunchtime these will be cleaned with disposable roll and a surface cleaner/sanitiser in between sittings. Pupils to wait in lunch areas until entire “class group” finished before going either out to their designated play 	Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones/ times and supervisions ratios and “Bubbles” Catering team to review risk assessment used for partial reopening on 1 st June 2020. SLT to discuss with catering team how break and lunch periods will be managed	2	1	L

					<p>areas or back to classroom.</p> <ul style="list-style-type: none"> • Only hard equipment that can be sanitised prior and after use to be available to pupils. • Supervised hand washing of pupils prior to lunch (see handwashing). • If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place. 				
12. Possible contamination from inadequate social distancing in communal gatherings.	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	2	2	L	<ul style="list-style-type: none"> • No full school assemblies to take place to reduce mixing of bubbles. • Virtual assemblies using MS Teams. 		2	1	L
13. Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	2	2	L	<ul style="list-style-type: none"> • Sufficient first aid provisions are in place in line with the school's first aid risk assessment. • Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess. Each Key Stage group has its designated First Aider. 	Review first aid risk assessment. With Reception and in school there must be, as an absolute minimum, an emergency pediatric trained member of staff on site (ideally a 12-hour pediatric	2	1	L

					<ul style="list-style-type: none"> All incidents of first aid must be recorded in the Class First Aid book with Headteacher or member of SLT reviewing on a daily basis. Significant injuries (including head bumps) - a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible. Each Key Stage group has its designated First Aider. 	trained first aider)			
14. Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	3	2	M	<ul style="list-style-type: none"> Standard universal hygiene measures should be followed in line with first aid training at all times. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance. PPE is provided in every classroom should a member of staff feel more comfortable 	Consider whether goggles/visors need to be available if supporting a child who is symptomatic. PPE available in all rooms.	3	1	L

					<p>wearing it.</p> <ul style="list-style-type: none"> Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained (also see contaminated waste). 				
15. Inadequate management of essential pupil medication	Pupil's health may suffer if not managed	3	3	M	<ul style="list-style-type: none"> Robust medication management procedures within school. Refer to 'Administration of Medicine Policy'. Essential medication will be managed within "Bubble" by key member of staff following the school's standard procedures. Where there is specific training required for essential medication, where possible a trained member of staff will be within "Bubble". If this is not possible, the trained staff member's name and how to contact must be displayed in the classroom. 	Review IHCP for pupils with ongoing medical needs – it may be necessary to update responses i.e. for seizures face masks and visors/goggles as a standard precaution	3	1	L
16. Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming	4	3	M	<ul style="list-style-type: none"> Symptomatic person should not be on site – see second section. Should a staff member arrive 	Communicate information regarding how to obtain a COVID-19 test	3	2	M

	infected with COVID-19:				<p>at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <ul style="list-style-type: none"> • If a child presents symptoms of COVID-19 they will be isolated (with any siblings in school) ideally in a separate room behind a closed door. Window should be open for ventilation. Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. • Following any contact with an unwell person, staff/first aider must wash their hands for at 	PPE available in every room			
--	-------------------------	--	--	--	---	-----------------------------	--	--	--

					<p>least 20 seconds with soap and running water. The member of staff does not need to self-isolate, only do if case is confirmed by test and trace. The area around the unwell person must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people (refer to cleaning section below.) Parents called to collect child. Parents will be advised to ensure their child undertakes a COVID-19 test. If positive result/out-break, the school must contact the local health protection team for advice and guidance.</p> <ul style="list-style-type: none"> • Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands. • Government guidance will then be followed. 				
17. Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	1	1	L	<ul style="list-style-type: none"> • Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required. • Where PPE is identified as required for a task, it must be 	Useful websites for donning/doffing of PPE: https://assets.publishing.service.gov.uk/government	1	1	L

					<p>worn. For general teaching and pupil supervision, in line with government guidance, PPE is not recommended.</p> <ul style="list-style-type: none"> Staff will be shown how to safely don and doff PPE. Refer to First Aid and PPE document. 	<p>t/uploads/system/uploads/attachment_data/file/911332/PHE_COVID-19_Donning_Airborne_Precautions_quick_guide_gown_version.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911334/PHE_COVID-19_Doffing_PPE_Airborne_Precautions_gown_version.pdf</p>			
18. Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	2	2	L	<ul style="list-style-type: none"> The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Floor markings have been implemented. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to 	<p>Designated routes for each bubble.</p> <p>Rooms that are not in use – internal doors should be kept closed.</p>	2	1	L

					avoid handle contamination. All outdoor fire exits will remain closed (see fire management procedures for Covid-19 addendum).				
19. Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	2	2	L	<ul style="list-style-type: none"> • Appropriate social distancing must be observed at all times. • Staff to maintain social distancing when entering a space which is not part of their bubble. • Within staffroom, chairs to be positioned/moved to promote social distancing. • Staff to wash hands prior to and after entering staff room, before preparing any food or making drinks. • Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge, cupboards, dishwasher. • Where shared computers are used for PPA; desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to and after use. • Windows to be opened to 	Consider having a number of different staff rooms for different "Bubbles" (see above).	2	1	L

					enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.				
20. Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	2	2	L	<ul style="list-style-type: none"> • Cleaning regimes to be reviewed. It is highly likely cleaning of toilets, washrooms and touch points (light switches, door handles and computers will require more frequent cleaning i.e. after break, lunchtimes and shared spaces. • Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Only cleaning products supplied by the school are to be used. • Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc). • Cleaning regimes have been developed so that cleaning 	Ensure cleaning staff have information fully communicated to them with training as required – it is recommended that this is in person not by email or giving a document to read. All staff given details of new cleaning regime and timetable.	2	1	L

					<p>staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p> <ul style="list-style-type: none"> • Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area. • Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along. • Areas not in use are closed and locked off so cleaning can be concentrated where required. • Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use. • Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.). Cleaning Team hours have been 				
--	--	--	--	--	---	--	--	--	--

					<p>extended to provide ample cleaning of all areas, including toilets, throughout the school day.</p> <ul style="list-style-type: none"> All internal bins will be emptied daily to external secure bins. In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning will be followed. 				
21. Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	2	2	L	<ul style="list-style-type: none"> Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. 		2	1	L
22. Use of third-party facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19	3	3	N/A	<ul style="list-style-type: none"> Overnight and overseas will not take place. Any off-site activity be thoroughly risk assessed in line with the educational visit policy and visits will only take 	No trips for first half term unless to a local destination via walking.	3	1	L

					place with students from individual bubbles.				
23. Inadequate social distancing and contaminated surfaces on school provided transport	Pupils and staff becoming infected with COVID-19	3	3	N/A	<ul style="list-style-type: none"> • Transport provision has been reviewed to minimise cross contamination of bubbles. • Siblings will sit together. • Pupils in bubbles will sit together. • Pupils will be required to sanitise hands on embarking. • Touch points on vehicles will be cleaned after each use with suitable disinfectant. • As far as is possible same vehicle to be used for same pupils with the same driver. • On exiting school transport, face mask should be carefully doffed to avoid contamination into a sealable plastic bag. • On arrival at school, hands to be sanitised in line with standard arrival procedures. • Hand sanitiser to be removed from vehicle. 	No trips for first half term unless to a local destination via walking.	3	1	L

24. Behaviour and wellbeing of pupils	Pupils and staff may be affected by physical, mental, and emotional injury/distress	2	3	M	<ul style="list-style-type: none"> Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk, or who may need specific care that cannot be delivered while social distancing, or potentially violent pupils. SENDCO available in school. 	Review of behaviour policies to ensure COVID-19 related incidents are covered. Consider PPE needs as part of risk assessments as appropriate. If SENDCO not in school, what arrangements are in place to cover	2	2	M
25. Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	4	3	M	<ul style="list-style-type: none"> School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have relevant safeguarding training. Staff have been reminded of the importance to look out and note changes and report any concerns immediately. 	Safeguarding Policy has a Covid-19 Addendum.	2	1	L
25. Stress and anxiety of staff due to uncertainty, changes to working	Staff may experience higher levels of stress and anxiety Potential	3	3	L	<ul style="list-style-type: none"> School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. 	Review procedures and support available to staff.	3	1	L

arrangements, changes to home arrangements and concern about contracting COVID-19	increase in incidents of Domestic violence				<ul style="list-style-type: none"> • Mental health and wellbeing information has been shared. • SLT regularly checking on staff and have an open door to discuss concerns. • SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP). 				
26. Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	3	3	L	<ul style="list-style-type: none"> • Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). • Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious) • Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns. 	Consider teachers doing a video to send to their bubble. Communicate with parents/carers information on who can support pupils and parents/carers with mental and emotional health needs	3	1	L
27. Music lessons – singing, shouting, chanting, playing instruments (wind or brass.)	Staff, pupils, visitors. To minimise the risk of transmission whilst pupils	3	3	M	<ul style="list-style-type: none"> • Physical distancing and playing outside whenever possible, limiting the group sizes to no more than 15. Position pupils back to back or side to side, avoiding sharing of 		2	2	L

	are playing instruments (wind or brass) or singing/ chanting/ shouting in small groups such as in music lessons.				<p>instruments. Take particular care with the positioning of instruments with lateral transmission such as flutes. Fix bubbles/groups to reduce contacts.</p> <ul style="list-style-type: none"> • Ensure adequate ventilation. • Singing, wind and brass playing (high risk activities due to potential for aerosol productions) should not take place in larger groups such as school choirs and ensembles or school assemblies. 				
28. Providing social care/admin of medication	Member of staff providing social care. Injury, violence and aggression	3	3	M	<ul style="list-style-type: none"> • The staff member providing the personal care will wash hands thoroughly before and after providing personal care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. • Review SEND plan for medicines management. • Consider physical equipment that may be used by pupils such as mobility aids. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. 		2	2	L

					<ul style="list-style-type: none"> • Any pupils who have an Education and Health Care Plan (EHCP) in place may need to have aspects of this reassessed by the appropriate health care professional /parents, against national COVID-19 guidance, particularly with regard to physical health care needs and the use of PPE. • Where a child, young person and student already have routine intimate care needs, e.g. feeding tube which already involves the use of PPE due to their personal care, they will continue to receive their care as described in their care plan in the same way, using the same PPE, i.e. fluid repellent masks, should be continued. Safe working in education, childcare and children’s social care • If a child, young person or other learner becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social 				
--	--	--	--	--	--	--	--	--	--

					<p>distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR.</p> <ul style="list-style-type: none"> • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. 				
<p>29. Carrying out daily maintenance.</p> <p>Contractors working on site.</p>	<p>Staff, pupils, parents/carers, visitors and contractors. Reduced infection control which may result in spread of COVID-19.</p>	3	3	M	<ul style="list-style-type: none"> • General maintenance/contracted work is carried out by appointment only. See lone working risk assessment. • Only essential maintenance is carried out during school opening hours. • Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. • Social distancing is maintained throughout working procedures. • Any documentation required is sent/received prior to the contractor arriving on site. 		2	2	L

					<ul style="list-style-type: none"> Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are received and agreed by the school before work commences. 				
30. Emergency procedures, including pupils/staff who may have returned from visiting countries on the quarantine list	Staff, pupils, parents/carers , visitors and contractors. Reduced infection control which may result in spread of COVID-19	3	3	M	<ul style="list-style-type: none"> Review current fire risk assessment taking into account the new COVID-19 measures. Update emergency evacuation procedures (separating bubble/groups where possible at assembly point) are communicated to all persons on site. In an emergency, risk to life takes precedence. In an emergency situation evacuate premises by nearest safest exit. Staff, visitors and contractors social distance at assembly areas (2m separation) as far as is reasonably practicable. Office staff to keep up to date with Government guidelines on quarantine and countries affected. Be aware of children/families returning from countries after holidays abroad that may be required to quarantine. 		2	2	L
31. Lettings,	Staff, pupils,	3	3	M	<ul style="list-style-type: none"> School not currently providing 	Inform/update	2	2	L

breakfast or after school clubs	parents/carers				<p>Breakfast Reading clubs.</p> <ul style="list-style-type: none"> YMCA wraparound care (Breakfast/After School Clubs) to be ran on-site in accordance with their protocol/risk assessments (social distancing where possible and children being kept together only within 'bubbles' that apply during the school day). 	parents/carers.			
32. Local lockdown	Staff, pupils, parents/carers , visitors and contractors. Reduced infection control which may result in spread of COVID-19	3	3	M	<ul style="list-style-type: none"> In local lockdowns shielding may be reintroduced/staff may be temporarily absent. Review contingency plans in place for remote education for bubbles/groups or part/whole school Update contingency plan for local outbreak for individuals, bubbles/groups of self-isolating pupils, remote education plans. Some pupils no longer require shielding but remain under the care of the specialist health professional. Prior to returning to school discussions should take place or remote access to education provided. These decisions will be led by DCC Public Health. 		2	2	L

					<ul style="list-style-type: none"> See Derby City Council COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan - https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/ 					
33. Failing to follow the controls	Staff, pupils, parents/carers , visitors and contractors.	3	3	M	<ul style="list-style-type: none"> Implement monitoring (inspection/audit) measures and record all findings. Deal with the breaches immediately. Provide feedback to colleagues. 	Update your assessments and controls in line with findings from monitoring. Contact safety provider to support with external audit.	2	2	L	
Signed:					Governors	Date:				
Signed:					Headteacher	Date:				

Risk Matrix

Likelihood	Impact			
	1 – Minor	2 – Moderate	3 – Major	4 – High
1 – Rare	1	2	3	4
2 – Unlikely	2	4	6	8
3 – Possible	3	6	9	12
4 – Likely	4	8	12	16

Degree of risk	Risk treatment
Low	<ul style="list-style-type: none"> Acceptable level of risk. Risks should be monitored and reassessed at appropriate intervals. No further action or additional controls should be necessary.
Moderate	<ul style="list-style-type: none"> Unacceptable level of risk. Efforts should be made to reduce risk. Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. Resources may need to be allocated to reduce the risk. Where the risk involves work in progress, immediate action should be taken.
High	<ul style="list-style-type: none"> Unacceptable level of risk. Immediate action must be taken to manage the risk. Control measures must be put into place which significantly reduce the impact of the event or the likelihood of it occurring. A significant number of control measures are required. Resources will need to be allocated to reduce the risk.