



OPERATIONAL RISK ASSESSMENT FOR REOPENING SEPTEMBER 2020

Assessment date	26 th August 2020	Review Date	Live ongoing document
Assessment for	Staff, pupils, contractors, visitors, volunteers	Conducted by	Bursar / Site Manager and SMT (Panel)

We have regularly sent out ParentMails to inform parents of the latest changes. These changes are now reflected in this risk assessment as of November 25th, 2020. **These changes are shown in blue text. The next panel review will held on 12th December, 2020**

1. This risk assessment has undertaken in conjunction with the guidance on school reopening issued by the Department for Education on [21.10. 2020](#) as follows: [Guidance for full opening - schools - GOV.UK](#) This recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of 'bubbles' are an alternative protective measure to keeping people apart. Therefore, 'social distancing' refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.
2. Due to the emerging evidence and ongoing changes to Government Guidance, this risk assessment will be a live document and subject to frequent review.
3. This risk assessment sets out the controls that will be in place for the school and school activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the Tower College is Covid-Secure.
4. The risk assessment has been prepared with Citation, our Health & Safety advisors, who have also conducted a full site audit to ensure that we are COVID-19 secure. [We have published the Citation certificate of compliance on our school website.](#)

System of Controls

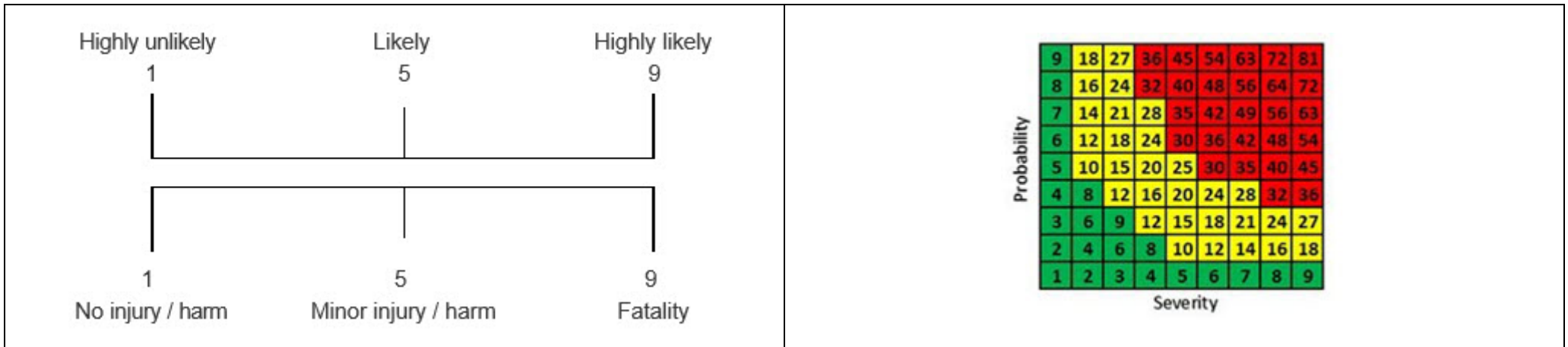
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in schools
3. clean hands more often than usual
4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. minimise contact and maintain social distance
7. where necessary, wear appropriate personal protective equipment (PPE)
8. Always keeping occupied spaces well ventilated
9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice ([see outbreak management on the school website 'COVID-19 Information'](#))

Government Guidance Documents

1. [Actions for early years during the coronavirus \(COVID-19\) outbreak](#)
2. [Guidance for full opening - schools - GOV.UK](#)
3. [Safe working in education](#)
4. [COVID-19: cleaning of non-healthcare settings - GOV.UK](#)
5. [Safe working in education, childcare and children's social care](#)
6. [Face coverings in education - GOV.UK](#)

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



What do the risk ratings mean?	GREEN	Risk is categorised as LOW: Look to reduce risk if practicable
	AMBER	Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
	RED	Risk has been categorised as HIGH: Immediate action required to reduce the risk

Hazard	Harmed? How?	Existing Controls	Rating
<p>1. Cleaning to reduce transmission of covid-19 - risk of exposure to covid-19 whilst cleaning the setting</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission.</p> <p>Cleaning of Setting Before Work Commences Assessment of cleaning requirements will be carried out prior to the setting opening and appropriate cleaning will take place.</p> <p>Cleaning Regime for Personal Care in Place In line with existing policies and procedures for providing personal care to the children - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p> <p>Correct Guidance Will Be Followed for Cleaning Areas of Higher Risk Based on current Government Guidance for Non-clinical Settings. Decontamination-in-non-healthcare-settings. This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p>Increased Cleaning Frequency of Cleaning Throughout Setting Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas. Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for cleaning toys, resources and equipment used by the children and young people.</p> <p>Increased Cleaning of Toys and Play Equipment Revision of all toys and equipment on site will be carried out. Toys that are hard to clean such as soft material-based items or those with small parts may not be used unless they can be cleaned effectively and regularly. Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day. Unnecessary items and equipment will be removed from the rooms where possible.</p> <p>The Setting Will Be Cleared of Waste Frequently Personal items removed at the end of the day and increased waste collection in place throughout the site.</p>	<p>(2 x 5) 10 Medium</p>

Hazard	Harmed? How?	Existing Controls	Rating
<p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p>Employees Advised to Wash Clothing After Work Employees advised to launder clothes as soon as is possible when they return home.</p> <p>Good Hand Hygiene Established with Children & Young People Through use of songs, games, posters and age-appropriate resources, the children & young people will be encouraged to carry out regular hand washing as part of the daily routines. All parents, children and young people will be required to wash hands / sanitise upon arrival.</p> <p>Good Respiratory Hygiene Staff, children and young people to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections. Through games, songs and age-appropriate resources children and young people will be supported to carry out good hygiene when they cough or sneeze.</p> <p>High Standards of Food Safety Standards in Place In line with existing food safety and hygiene standards for the setting, there will be high standards of hygiene at all times. This includes hand washing, cleaning of deliveries upon arrival, cleaning of utensils and plates etc. There will be limited movement of people to issue food. Food preparation and dining areas will be subject to thorough cleaning. <i>Holroyd Howe, our Catering provider, have conducted a full risk assessment for the lunchtime provision and implemented measures to reduce the risk of spreading coronavirus. The lunch time arrangements have been reviewed on a daily basis with the aim of giving the children the best possible dining experience in the shortest amount of time thereby limiting the impact on lesson time. The pupils have adapted well to the new one-way system and the changes that we have had to make. Jubilee Hall to serve food which will dramatically improve the whole process. Years 5, 6, 7 will use the Jubilee Hall when Years 8 & 9 are using the Diner. Year 11 will use the Jubilee Hall when Year 10 are using the Diner. WATER BOTTLES MUST BE BROUGHT IN EACH DAY.</i></p> <p>Increased Hand Washing Facilities Provided Where this is not possible and changing areas etc. sanitiser will be provided – at entrances, exits, in each room and in common areas.</p> <p>Increased Waste Management Additional waste facilities will be available throughout the setting with more frequent collections</p> <p>CONTINUED ...</p>	<p>(2 x 5) 10 Medium</p>

Laundering of Items Carried Out Where Required in accordance with NHS laundry guidelines:

- Wash items in accordance with the manufacturer's instructions.
- Use the warmest water setting and dry items completely. -Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- clean and disinfect anything used for transporting laundry with your usual products.

Noise Reduced to Prevent Need to Raise Voice

Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.

PPE Stock Managed

To maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.

Signs and Posters in Use to Remind to Practise Good Hygiene

Relevant posters and signs displayed to remind employees and pupils of the need to wash hands for at least 20 seconds on a frequent basis. Also signs to remind employee sand pupils to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing. [All signs that are used are available to view on the school website](#)

Use of Face Coverings

[Pupils in Years 5- 11 should wear facemasks whilst moving around school. Pupils in Pre- Prep and Lower School can wear facemasks should they wish to do so. The school will continue to monitor the relevant official guidance on this matter and will keep you updated when any changes to this protocol are made. In circulation spaces and public areas where it is more difficult to maintain social distancing, the use of facemasks is recommended for staff, pupils and visitors. We hope that our whole school community will support us in this action. We have provided, as far as is reasonably possible, the ability for staff to socially distance in each classroom. Facemasks should not be worn in a classroom setting unless specific risk assessments are required \(for both staff or pupils\) or a specific change in circumstances results in a request to wear a mask being made. It is the responsibility of the member of staff and pupil to bring a face mask/s onto site should they wish to make use of them outside of the classroom. Only washable facemasks will be allowed. We would recommend that washable reusable facemasks are used and that they should be plain in colour. Pupils should bring a resealable bag to keep their masks in when not in use. St Helens Outbreak Management Board has issued the following: Parents should wear face coverings when they arrive at the school gates to pick up or drop off their children and not gather in groups of more than six at the school gates.](#)

Hazard	Harmed? How?	Existing Controls	Rating
<p>3. Movement of People In The Setting (Including Employees, Parents, Children And Young People) The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How?</p> <p>Increased risk of transmission of Covid-19.</p>	<p>Classroom Desks to Be Spaced as Far Apart as Possible Desks will be spaced apart to support social distancing and will not be face to face - rather they will be laid out, so they are side by side or back to back. Where possible the same child or young person will use the same desk each day. Where this is not possible desks will be cleaned each night.</p> <p>Controlled Movement of People Throughout the Setting. Use of one-way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points. Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells. Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> <p>Emergency Plans Updated and Communicated People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p>Information, Instruction and Training Provided to Employees Employees consulted on risks and controls in the workplace. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of training courses, posters, signs, announcements and briefings. This will include Covid-Specific training and further support for hygiene and infection control.</p> <p>Outings Stopped There will no outings to public settings until further notice.</p> <p>Pick Up and Drop Off Times Parents pick up and drop off times allocated where possible to prevent groups of parents turning up at the same time. Parents not to congregate at gates or school entrances.</p> <p>Pro-active Monitoring in Place To ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p>Remote Workers Adequately Supported Adequate work equipment will be provided to remote workers. Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <p>CONTINUED ...</p>	<p>(2 x 5) 10 Medium</p>

Restrict Movement of Employees throughout the Setting

Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere. Staff to remain working in their designated part of the setting and not mix with other areas or other groups. Staff are not to access other areas such as offices or kitchen where possible to avoid mixing with other staff. Drop off and collection areas designated for exchanging of documents, materials, or equipment. Job rotation reduced to prevent moving between locations where at all possible. Staff not to rotate between rooms/ groups/ roles etc

Restriction on the Movement of Pupils and Parents throughout the Site Minimising mixing of children where possible.

Groups to remain fixed where at all possible to prevent mixing. Groups remain in their designated areas of the setting and do not visit other areas of the setting or mix with other not from their cohort grouping. Where possible these groups will eat and toilet in their own areas away from the other groups. Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between. Shared use of communal inside areas will be avoided where possible. Parents to drop off/ pick up the child or young person at setting entrance or door to avoid the need to come into the setting (unless 'settling in' is required to prevent distress). Only 1 parent to attend where possible. The same member of staff from that grouping to be used where at all possible.

Review of Risk Assessments / EHC Plans Carried Out

Those young people with EHC Plan or those with SEND and appropriate risk assessments will have their cases reviewed to ensure the control measures in place accommodate their needs or whether attendance at the provision is safe and suitable for them. Staff will be made aware of the findings to ensure they are offering the appropriate support.

RPE - Face Mask/Covering (Surgical Type)

Face coverings will be worn - for pupils and staff – where required and in line with relevant national and local guidelines. Particularly in areas where the layout of the school makes it difficult to maintain social distancing when staff and pupils are moving around the premises. [Disposable masks must be changed, and washable masks must be regularly washed.](#)

Signage and Floor Markings in Place

Posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes). Age-appropriate posters, floor markings, use of mats, resources to support children and young people to follow social distancing, hand hygiene as much as possible.

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Staggered Work and Teaching Patterns

Staggered start to school day / breaks / lunchtime and home time to reduce the number of people arriving and leaving to prevent cross over at setting entrances, locker rooms and staff rooms. Cohorts or Teams to be fixed where possible to prevent mixing of bubbles.

Touch-based Devices Disabled Where Possible

Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled. For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.

Use of Outside Spaces Where Possible

Safe outside places will be available for breaks / lessons- with social distancing in place through layout and use of signs and markings. Monitoring of these spaces to be carried out to ensure adherence to social distancing.

Ventilation on Site Increased as Much as Possible.

Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the children. Use of extraction fans may be used to increase ventilation, where safe to use. Adjustments to be made to ensure adequate ventilation remains in place. Fire doors will not be propped open. Guidance on use of Shared Air Conditioning will be taken with a competent engineer.

Vulnerable Employees Proactively Supported and Protected.

Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.

Will Follow Test, Trace, and Isolation Requirements

Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.

Workstations Will Be Organised to Support Social Distancing

For office staff- workstations will be arranged so that social distancing can be adhered to. Desks will be spaced out to maintain distance between people. Desks to allow people to work side by side or facing away from each other. Increased cleaning of areas. Improved ventilation.

Hazard	Harmed? How?	Existing Controls	Rating
<p>4. Social Distancing Guidelines Cannot Be Met-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. This includes entrances, exits and common areas as well as the main setting. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p>	<p>All staff and Pupils</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<p>Improved Ventilation Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p> <p>Increased Cleaning Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <p>Increased Handwashing Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <p>Physical Barriers or Screens To screen people from each other physical barriers or screens will be used and cleaned frequently. This will be deployed in the school dining room.</p> <p>Staff Teams / Groups Will Be Kept Fixed Where Possible To reduce the number of different people working within the advised social distance, fixed teams and partners will be in place where at all possible to reduce the level of possible transmission.</p> <p>Time Spent Within the Advised Social Distance to Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> <p>Use of Personal Protective Equipment (PPE) Or Face Coverings Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However, where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure. Appropriate PPE or face covering will be selected, and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p>Work Activity Assessed to Deem If It Will Proceed If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p>	<p>(3 x 5) 15 Medium</p>

Hazard	Harmed? How?	Existing Controls	Rating
<p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting</p>	<p>All staff, Contractors</p> <p>Visitors, Children & Young People, Parents</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at the setting. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Communication with Parents Setting to communicate with parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site. Return to setting communication carried out to establish why the child or young person was not present.</p> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned as for an area of higher risk.</p> <p>Health Status of People Monitored Return to setting health questionnaire in place for those young people and staff who have been absent.</p> <p>Liaison with Local Health Authority with Confirmed Cases Where there are confirmed positive Covid-19 cases in the school - the DfE or PHE will be contacted for advice and next steps</p> <p>People Not To Return To The Setting And Should Self-Isolate For those displaying symptoms of Covid, isolation should be exercised immediately, ensuring Line Management are informed. Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <p>Person to Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so. For pupils who require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. Any windows will be kept open to increase ventilation. Any person waiting with the symptomatic person should be from their group and PPE may be considered if 2m distance cannot be maintained. This may include use of face mask and eye protection if risk of splashing to the eyes from coughing or spitting. If the person requires the toilet, they will use a different toilet that will then not be used by others for 72 hours or until it has been cleaned thoroughly in line with guidelines. This area will then be left closed for 72 hours or if this is not possible will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards. CONTINUED ...</p>	<p>(4 x 6) 24 Medium</p>

		<p>Positive Tests Will Trigger Self Isolation for The Class or Group Where a staff member, child or young person test positive for Covid-19 the rest of the class or group will be sent home and advised to self-isolate for 14 days. The rest of the setting and their households do not need to self-isolate unless their household develops symptoms. The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p> <p>Waste Disposed of With Care with Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste, then arrangements for clinical waste collection will be made.</p> <p>Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings. If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, fluid-resistant mask in addition to the disposable gloves and aprons. For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
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Hazard	Harmed? How?	Existing Controls	Rating
<p>Common Areas (Including Kitchen and Welfare Facilities and Entrances to The Setting). - Due to areas being frequently utilised, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p>Access to Toilets / Showers/ Changing Rooms Controlled Restrictions on the number of people using facilities at any one time to allow for social distancing. Use of markings and posters to indicate the social distancing requirements. Staff to support the children and young people to maintain social distancing when toileting.</p> <p>Break Times Staggered and Staff, Children and Young People To Remain On Site Employees, children and young people to remain on site where possible during breaks. Break times to be staggered to prevent the gathering of people. The dining room has its own full risk assessment prepared by Holroyd Howe. When the children are lining up for dinner, social distancing is to be maintained and the children are to wear their masks. These may be removed when sitting to eat.</p> <p>Increased Frequency of Cleaning of Toilets / Changing Rooms and Kitchens ... will be carried out on-site- including changing areas, toilets and other common facilities. Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use following Holroyd Howe's control measures.</p> <p>Numbers of People in Common Areas Managed Individuals using common areas will always be kept to a minimum and social distancing will be strictly adhered to.</p> <p>Pro-active Monitoring in Place Common areas, including toilets and access and egress routes are monitored frequently ensuring individuals are exercising social distancing.</p> <p>Regular Cleaning of Common Area and Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.</p> <p>Restricted Use of Lifts Stairs will be used rather than lifts to prevent people from being in close proximity. Lifts will be available for those with disabilities. If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing. Touchpoints will be cleaned frequently.</p> <p>Staffroom and Kitchen Facilities Restricted to limit the number of people permitted at any one time. Employees encouraged to bring in own food to avoid the need to use facilities.</p>	<p>(2 x 5) 10 Medium</p>

Hazard	Harmed? How?	Existing Controls	Rating
<p>Handling Items, Materials and Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items, toys and equipment.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p>All Items to Be Cleaned Regularly Any goods or items entering the site will be cleaned using appropriate cleaning products. All commonly used equipment such as laptops, tablets, toys, teaching materials, play equipment, practical lesson equipment and teaching resources to be cleaned regularly.</p> <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles. Pupils to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <p>Items Not Shared Personal items such as blankets, flannels, towels and bedding will not be shared between children. Food and utensils will not be shared. Learning materials, stationery and resources will not be shared where at all possible. Items will not be sent home with pupils where possible.</p> <p>Items Not Shared Between Classrooms Where possible each room will have its own resources, toys, equipment and items to prevent the need to share between other classrooms.</p> <p>Mitigation of Risk for Employees Travelling and Working Together Workplace transport such as work minibuses will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation</p> <p>Non-Essential Deliveries Not Permitted & Non-essential Travel Prevented Non-business deliveries to workplace to be discouraged such as personal items being delivered to work. Journeys will not be made where at all possible and work carried out remotely.</p> <p>Personal Items Not Permitted on Site Where possible personal items such as prams, car seats, toys and blankets will not be brought from home and left at the setting. Where personal items are essential, they will be thoroughly cleaned upon arrival.</p> <p>Vehicles Not Shared Where at All Possible Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times, then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it. Where children and young people are to be transported- it will be only with people from their group or bubble including the member of staff and where possible the child will be sat 2m away from the member of staff.</p>	<p>(2 x 5) 10 Medium</p>

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<p>Handling Items, Materials and Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items, toys and equipment.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p>All Items to Be Cleaned Regularly Any goods or items entering the site will be cleaned using appropriate cleaning products. All commonly used equipment such as laptops, tablets, toys, teaching materials, play equipment, practical lesson equipment and teaching resources to be cleaned regularly.</p> <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles. Pupils to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <p>Items Not Shared Personal items such as blankets, flannels, towels and bedding will not be shared between children. Food and utensils will not be shared. Learning materials, stationery and resources will not be shared where at all possible. Items will not be sent home with pupils where possible.</p> <p>Items Not Shared Between Classrooms Where possible each room will have its own resources, toys, equipment and items to prevent the need to share between other classrooms.</p> <p>Mitigation of Risk for Employees Travelling and Working Together Workplace transport such as work minibuses will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation</p> <p>Non-Essential Deliveries Not Permitted & Non-essential Travel Prevented Non-business deliveries to workplace to be discouraged such as personal items being delivered to work. Journeys will not be made where at all possible and work carried out remotely.</p> <p>Personal Items Not Permitted on Site Where possible personal items such as prams, car seats, toys and blankets will not be brought from home and left at the setting. Where personal items are essential, they will be thoroughly cleaned upon arrival.</p> <p>Vehicles Not Shared Where at All Possible Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times, then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it. Where children and young people are to be transported- it will be only with people from their group or bubble including the member of staff and where possible the child will be sat 2m away from the member of staff.</p>	<p>(2 x 5) 10 Medium</p>

Hazard	Harmed? How?	Existing Controls	Rating
<p>Managing Parents, Visitors and Contractors Coming To Site. - Parents, tradespeople, couriers, deliveries, contractors and other visitors attending site..</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p>Access to Welfare Facilities Controlled with increased cleaning carried out and use monitored.</p> <p>All Visitors to Site to Be Pre-Arranged and Times Staggered Non-essential visitors/contractors to be requested or permitted on site. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site. Where possible visitors and contractors will be arranged to attend outside of setting opening times when less staff and no children or young people will be on site.</p> <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p>Face Coverings Worn Where Required Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering.</p> <p>Procedures Observed by employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible before and after any interaction with others.</p> <p>Increased Cleaning Regime in place for Touch Points and Interfaces Increased cleaning of areas where there are interactions with others not from the workplace – this includes waiting areas, handles, handrails, counter tops.</p> <p>Information Communicated to Visitors to Site Prior communication issued to expected visitors to site through phone, email or website. Information signs displayed at visitor arrival areas to make procedures clear.</p> <p>Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing. There will be the use of effective queue management outside the premises where necessary, The entrance/ exit points for contractors/ visitors etc will be away from employee / pupil areas where possible to minimise contact with other people. Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrances. This may include markings on the floor, one-way systems or asking them to wait in their vehicles.</p> <p>CONTINUED ...</p>	<p>(3 x 5) 15 Medium</p>

Protective Interface Established

Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee. Use of Telcom at the entrance to avoid the need for staff to open doors to speak to visitors.

Remote Communication Encouraged

Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.

Revised Pick Up and Drop Off Procedures for Deliveries

Designated areas for non-contact deliveries will be in place with clear instructions for couriers. Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors. Limited people to carry out the collection of deliveries.

Sanitiser Available at Visitor Interfaces. where contractors / visitors will present to employees.

Supervision on Site

Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.

Visitor Records Maintained

Records of those who have attended site to be maintained where possible. If requiring people to sign in - pens will not be provided to reduce the need to share equipment. Touchscreen sign-in systems will be thoroughly cleaned after each sign in and out. Cleaning and sanitising product will be located adjacent to the device.

Waiting Area for Visitors / Contractors Well Managed

Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.

Hazard	Harmed? How?	Existing Controls	Rating
<p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors, Cleaners, Children & Young People, Parents</p> <p>How? Increased risk of transmission of Covid 19</p>	<p>Meetings</p> <ul style="list-style-type: none"> to be carried out remotely held outside or in well ventilated areas – doors & windows open – extraction fan No sharing of equipment eg pens / computers Sanitiser to be provided – hand wash before and after the meeting Social Distancing to be maintained. All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. 	<p>(2 x 5) 10 Medium</p>
<p>Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public Visitors & Pupils How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of Covid</p>	<p>Communication and Cooperation with Others Occupying Premises There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> <p>Increased Cleaning Arrangements in Place A coordinated approach to increased cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities</p> <p>Increased Hand Washing Supporting of increased handwashing through additional sanitiser</p>	<p>(3 x 5) 15 Medium</p>
<p>Transport To And From The Setting - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public & Pupils</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p>Safer Travel Supported Car sharing with people from different households will be discouraged. Alternatives such as walking and cycling will be supported with increased facilities. Use of Public Transport will be discouraged and where it cannot be avoided- current guidance should be followed for social distancing, hygiene and the use of face coverings. Coach Service (provided by Ark Travel) will be carefully managed in partnership to ensure there are effective controls. A separate risk assessment will be provided.</p> <p>Working and Teaching Patterns Staggered Where at all possible teaching will be staggered to allow employees, children and young people to travel outside of rush hours as well as staggering arrival and departure times to avoid cross over at staff rooms, locker rooms and exits.</p>	<p>(2 x 5) 10 Medium</p>