


OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020



Risk assessment name	Covid Secure Risk Assessment - Tower College	Assessment type	 General
Assessment date	26/08/2020	Review period	In response to latest government guidance
Assessment for	Staff, pupils, contractors, visitors, volunteers	Review date	26/08/2020
Conducted by	Bursar & Site Manager	Reference	RAC-19

Description




This Risk Assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>





Due to the emerging evidence and ongoing changes to Government Guidance, this risk assessment will be reviewed daily.

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.



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

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <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</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>






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	<p>exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</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 and young people - 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.</p> <p>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 Increased cleaning regime in place throughout setting.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas.</p> <p>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>	





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		<p> Increased Cleaning Of Toys And Play Equipment Revision of all toys and equipment on site will be carried out.</p> <p>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.</p> <p>Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day.</p> <p>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>	




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 <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, Children and 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.</p> <p>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.</p> <p>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>2 x 5</p> <p> 10</p> <p>Medium</p>






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		<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.</p> <p>This includes hand washing, cleaning of deliveries upon arrival, cleaning of utensils and plates etc.</p> <p>There will be limited movement of people to issue food.</p> <p>Food preparation and dining areas will be subject to thorough cleaning.</p> <p> Increased Hand Washing Facilities Provided Increased hand washing facilities provided throughout the setting.</p> <p>Where this is not possible 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 and removal - especially in common areas such as toilets and changing areas etc.</p> <p> Laundrying Of Items Carried Out Where Required Laundry items will be laundered 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.</p>	




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		<p> 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.</p> <p> PPE Stock Managed In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> <p>Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly such as tabbards.</p> <p> Signs And Posters In Use To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind employees, children and young people of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees, children and young people to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p>	





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		 <p>Use Of Face Coverings If employees or children choose to wear face coverings then they will be supported in the settings.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	
 <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, Members of the public</p> <p>Visitors, Children & Young People, Parents</p> <p>How? 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.</p> <p>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.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p>	<p>2 x 5</p>  <p style="font-size: 24pt; color: orange;">10</p> <p>Medium</p>



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		<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.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> Employee Will Work From Home Wherever Possible Only business-critical roles will be permitted into the workplace where remote working is not possible.</p> <p> Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>This will include Covid-Specific training and further support for hygiene and infection control.</p>	


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		<p> Minimal Employees To Attend The Setting. Work organised so that minimal people are required to attend the setting (maintaining the required ratios for safety) whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to minimise mixing of groups.</p> <p>Staff will be grouped for working patterns where possible to minimise the mixing of groups.</p> <p> Outings Stopped Where Possible Outings to public settings will be avoided where possible unless it is required to access open spaces that the setting does not have.</p> <p>This will be limited to areas where social distancing can be maintained.</p> <p> Pick Up And Drop Off Times Organised Parent pick up and drop off times allocated where possible to prevent groups of parents turning up at the same time.</p> <p>Parents not to congregate at gates or school entrances.</p> <p> Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>	




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		<p> Remote Workers Adequately Supported Adequate work equipment will be provided to remote workers.</p> <p>Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <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.</p> <p>Staff to remain working in their designated part of the setting and not mix with other areas or other groups.</p> <p>Staff are not to access other areas such as offices or kitchen where possible to avoid mixing with other staff.</p> <p>Drop off and collection areas designated for exchanging of documents, materials, or equipment.</p> <p>Job rotation reduced to prevent moving between locations where at all possible. Staff not to rotate between rooms/ groups/ roles etc.</p>	





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		<p> Restriction On The Movement Of Children, Young People And Parents Throughout The Site</p> <p>Minimising mixing of children where possible.</p> <p>Groups to remain fixed where at all possible to prevent mixing.</p> <p>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.</p> <p>Where possible these groups will eat and toilet in their own areas away from the other groups.</p> <p>Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>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).</p> <p>Only 1 parent to attend where possible.</p> <p>The same member of staff from that grouping to be used where at all possible.</p>	




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		<p> 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.</p> <p>Staff will be made aware of the findings to ensure they are offering the appropriate support.</p> <p> 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.</p> <p> 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).</p> <p>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.</p> <p>Use of games, songs and activities to encourage hand hygiene and social distancing.</p>	





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		<p> Sleeping Arrangements To Be Organised To Be Socially Distant Where possible cots and beds will be spaced apart to support social distancing.</p> <p> Staggered Work And Teaching Patterns Working and teaching patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over at setting entrances, locker rooms and staff rooms.</p> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p> <p> Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p>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.</p> <p> 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.</p> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p>	






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		<p> 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.</p> <p>Use of extraction fans may be used to increase ventilation, where safe to use.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Conditioning will be taken with a competent engineer.</p> <p> 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.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> 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.</p>	




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		 <p>Workstations Will Be Organised To Support Social Distancing</p> <p>For office staff- workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place: Desks to allow people to work side by side or facing away from each other. Use of screens to separate people. Increased cleaning of areas. Improved ventilation.</p>	
 <p>4. Social Distancing Guidelines Cannot Be Met</p>	<p>All staff</p> <p>Children & Young People</p> <p>How?</p>	 <p>Employees To Avoid Face To Face Work Where Possible</p> <p>Where possible employees will work side by side or back to back to avoid working face to face.</p>	<p>3 x 5</p>  <p>15</p>






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<p>-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>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.</p> <p>Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p> <p> Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <p> Increased Handwashing Carried Out 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 In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</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>Medium</p>




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		<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>	


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 <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.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work 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.</p> <p>Return to setting questionnaire/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.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned as for an area of higher risk.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>




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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Health Status Of People Monitored Return to setting health questionnaire in place for those children, young people and staff who have been absent.</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.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> </div> <div style="width: 45%;"> <p> Liaison With Local Health Authority With Confirmed Cases Where there are confirmed positive Covid-19 cases in the workplace- the local health authority will be contacted for advice and next steps.</p> </div> </div>	





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		<p> Person To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>For those such as children or young people 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.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>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.</p> <p>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.</p> <p>This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards.</p>	





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		<p> Positive Tests Will Trigger Self Isolation For The Class Or Group Where a staff member, child or young person tests positive for Covid-19 the rest of the class or group will be sent home and advised to self isolate for 14 days.</p> <p>The rest of the setting and their households do not need to self isolate unless their household develops symptoms.</p> <p>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.</p> <p>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>	




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		 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings.</p> <p>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.</p> <p>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>	
 <p>Common Areas (Including Kitchen and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for</p>	<p>All staff, Contractors</p> <p>Visitors, Children & Young People, Parents</p> <p>How? Common areas may restrict the ability to maintain social</p>	 <p>Access To Toilets / Showers/ Changing Rooms Controlled</p> <p>Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> <p>Staff to support the children and young people to maintain social distancing when toileting.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>






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<p>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>distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Break Times Staggered And Staff, Children And Young People To Remain On Site</p> <p>Employees, children and young people to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p> <p>Dining rooms / halls to operate at half capacity and markings used to indicate 2m distances.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</p> <p>Increased cleaning of the welfare facilities will be carried out on-site- including changing areas, toilets and other common facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> </div> </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div style="margin-left: 10px;"> <p>Numbers Of People In Common Areas Managed.</p> <p>Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> <div style="margin-left: 10px;">  <div style="margin-left: 10px;"> <p>Pro-active Monitoring In Place</p> <p>Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div> </div> </div> </div>	





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		<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.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>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.</p> <p>Lifts will be available for those with disabilities.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p> <p> Staff Room And Kitchen Facilities Restricted Staffroom and kitchen access restricted to limit the number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</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, 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.</p> <p>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.</p> <p>Children and young people 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 - allocated own materials for use.</p> <p>Food and utensils will not be shared.</p> <p>Learning materials, stationary and resources will not be shared where at all possible.</p> <p>Items will not be sent home with pupils where possible.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>






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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<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.</p> <p>Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> <p> Non-Essential Deliveries Not Permitted Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> <p> Non-essential Travel Prevented Journeys will not be made where at all possible and work carried out remotely.</p>	





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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<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.</p> <p>Where personal items are absolutely 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.</p> <p>Where possible the same person will use the same vehicle and not swap with other drivers.</p> <p>If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p>Vehicles taken home by employees will be cleaned before the next person uses it.</p> <p>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>	




OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <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, Children & Young People, Parents</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> Access To Welfare Facilities Controlled Access to welfare facilities is strictly 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.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p>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>3 x 5</p> <p> 15</p> <p>Medium</p>





OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: flex-start;">  <div> <p>Face Coverings Worn Where Required</p> <p>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> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="display: flex; align-items: flex-start;">  <div> <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p>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> </div> </div> <div style="display: flex; align-items: flex-start;">  <div> <p>Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div> <p>Information Communicated To Visitors To Site</p> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> </div> </div> </div>	


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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee / pupil areas where possible to minimise contact with other people.</p> <p>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> 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.</p> <p>Use of Telcom at the entrance to avoid the need for staff to open doors to speak to visitors.</p> <p> Remote Communication Encouraged Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p>	








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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Revised Pick Up and Drop Off Procedures For Deliveries Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>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.</p> <p>Limited people to carry out the collection of deliveries.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> 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.</p> <p> Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p>	







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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Waiting Area For Visitors / Contractors Well Managed</p> <p>Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	





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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> </div> <div style="width: 50%;">  <p>Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> </div> <div style="width: 50%;">  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> <div style="width: 50%;">  <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> <div style="width: 50%;">  <p>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. Signs and markings to be used in regular meeting spaces to indicate required social distancing.</p> </div> </div>	<p>2 x 5</p>  <p style="font-size: 24pt; color: orange;">10</p> <p>Medium</p>

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children & Young People, Parents</p> <p>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 the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Communication and Cooperation With Others Occupying Premises (Including Landlords)</p> <p>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> </div> <div style="width: 48%;">  <p>Increased Cleaning Arrangements In Place</p> <p>A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>Increased Hand Washing</p> <p>Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> </div> <div style="width: 48%;">  <p>Staggered Break Times With Other Organisations In Premises</p> <p>To reduce the number of people from differing organisations accessing canteen or welfare facilities or using stairwells and corridors at the same time.</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <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</p> <p>Children & Young People</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</p>  <p style="font-size: 24pt; color: orange;">10</p> <p>Medium</p>

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Further control measures

None required

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Operating procedures

In the context of COVID-19 this means working through these steps in order:

Increasing the frequency of handwashing and surface cleaning.

If possible, admin staff to work from home.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will consider whether that activity needs to continue for school to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between our staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

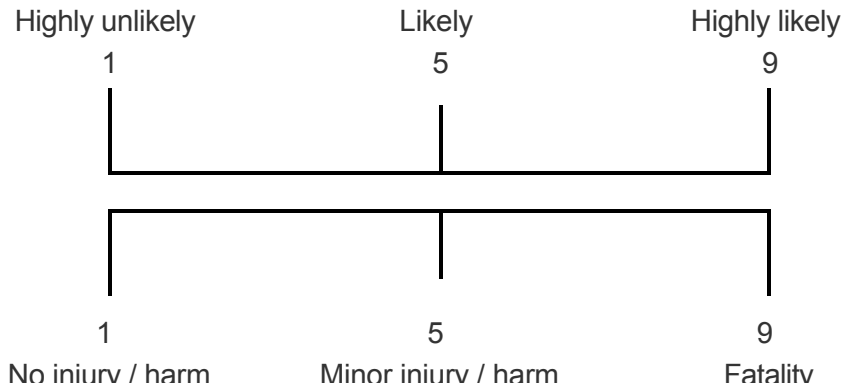
Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

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 established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature:

Approved by signature: