EBOR ACADEMY TRUST

PE lessons to be taught outdoors wherever practicable (weather dependent)

Braeburn Primary and Nursery Academy Risk Assessment

RISK ASSESSMENT DETAILS	RISK RATING & EVALUATION OF RESIDUAL RISK

	Ebor Academy Trust
Academy	Braeburn

TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA
DETAILS OF ACTIVITY	
RISK ASSESSMENT LOG REF	
OTHER RISK ASSESSMENTS CROSS REFERENCED*	
WORKPLACE INSTRUCTION REF	
DATE OF ASSESSMENT	March 2021
MANAGER CARRYING OUT RISK ASSESSMENT	Tim Jolly
NAME OF EMPLOYEE CONSULTED	Richard Crabtree - HOS Trish Clay - AHT Michaela Chalk - AHT Lisa Ponter - SLT Caren Grieves - Estates and Facilities Andy Roberts - Estates and Facilities All staff
LOCATION OF ACTIVITY	Braeburn

Headteacher / Principal **Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.**	
Signature	**Date** **1/3/21**

Assessing level of residual risk = impact x likelihood

IMPACT	
Catastrophic	People in immediate danger (5)
Major	Harm is more likely than not (4)
Moderate	Harm is likely (3)
Minor	Harm is unlikely (2)
Insignificant	Remote chance of dangerous harm (1)

LIKELIHOOD		
Highly Probable	The event is extremely Foreseeable (5)	More likely to occur
Probable	The event is very Foreseeable (4)	
Possible	The event is Foreseeable (3)	
Unlikely	The event is not very Foreseeable (2)	
Remote	The event is unforeseeable (1)	Less likely to occur

What the final score tells you in relation to level of risk		
	1 – 5	**Very Low**
	6 – 10	**Low**
	12 – 15	**Medium**
	16 – 20	**High**
	21 - 25	**CRITICAL**

In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 8th March 2021 can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment

This document has been designed to:

1) Identify sources of risk
2) Provide detail on what measures to be put in place in order to mitigate that risk
3) Assess what can be done to mitigate the risk
4) Having put the measures in place, to reflect on and score any residual risk

In putting the risk assessment together we have taken on board a wide range of updated guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 12 systems of control around prevention, specific circumstances and response to any infection.

Prevention:

You must always:

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2) Ensure face coverings are used in recommended circumstances.
3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
7) Keep occupied spaces well ventilated.

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In specific circumstances:

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

In the event of a local lockdown we will follow public health guidance. Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

Recognising the logistics of having Bubbles of children, the guidance changes the emphasis from 'doing all that is reasonably possible to maintain distancing' to give 'formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible'. 'Reasonably possible or practical' is defined by the HSE as ' weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***

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RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. *If you propose to accept the risk as you are unable to mitigate it, please note this.*	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. *If you feel preventative measures are not possible or appropriate, please state this along with your reasons*
STAFF WELLBEING https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19				
Social distancing	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	Space allocated where one bubble will be taught. Bubbles will maintain distance and minimise contact throughout the school day. Staff to work within Bubbles where possible, including revision of timetabling to minimise times when STT and Inclusion team staff work across Super Bubbles. For staff who do work across bubbles (whole school), including SLT, maintaining distance is advised. **March 8th - STT staff to return to teaching in front of classes. Importance of maintaining distance reinforced with the team in meeting on**	

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			1st March. Additional cleaning of Chromebooks for Computing sessions agreed with KJ, if appropriate **March 8th Regular (twice weekly) LFTK testing available for all staff - rolled out and 100% staff take up. Continue with this.** **March 8th - SDMs will continue to be conducted remotely via Hangout to reduce contact. Where work is needed in person, limit this to phase meetings, rather than whole school.** Walkie talkies available across school to minimise need for movement across school/bubbles.	
			Individual risks assessments in place for staff who are deemed as vulnerable/critically vulnerable. March 8th - All individual RAs will be reviewed in wc 1/3/21. These have all been reviewed in light of more children returning to school.	
		Signage to remind about distancing	Keep your distance' signage, as provided by CST will be clearly visible in all communal areas. March 8th - All signage refreshed in new colour by AJ One way systems for access and egress designated.	
		Ensure staff are aware of procedures	Training Day in September introduced the staff team to 'Project Reconnect' and the updated versions of RA's and included a site tour. Staff were also issued with a Staff Guide.	

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			Weekly briefings reiterate the importance of this. March 3rd - 'Build back better' guidance and discussion with all staff to reiterate the most important aspect of RA prior to reopening to all pupils	
		Encourage engagement with test and trace	Information shared with all staff and parents and ensure we get phone contact details for all contractors/visitors	
Social distancing	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	Updated PPE guidance to be visible in areas of school and staff to read and sign a copy prior to September 8th. March 8th opening - PPE guidance re-shared with all staff in March 3rd presentation.	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	'Project Reconnect' slides to include an opportunity to access Wellbeing support and materials. Weekly Briefing notes provided each Friday SDM provides opportunity for regular communication with the wider team. Allocated time will be given at the beginning of each SDM for staff to discuss any Health & safety matters. March 8th - Rather than return to staff briefings in person, a weekly briefing notes will continue to be provided, as appropriate, to update staff on the necessary developments within the school provision.	SDM to be held in a large area such as Upper or Lower hall in order that staff can maintain distance and minimise contact. Alternatively there is the facility to conduct these online via Google Meet or Zoom.

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		Regular one to ones with staff to discuss wellbeing	Phase leaders and line managers (as appropriate) to communicate a well-being check-in weekly at PPA meeting. Feedback to TJ as required TJ to be available throughout the week as needed, staff to drop in when required - regular reminders of this to staff, as appropriate Staff with well-being concerns to communicate these to a member of SLT via this mechanism	
		Guidance given to early years Staff on dealing with soiled clothing	PPE guidance to be visible to EYFS settings.	
		Area to change allocated, Bags to put clothing in provided	EYFS toilet area to be designated and all necessary equipment provided.	
		Surgical masks/ face shields available if required	A stock of facial protection is available from the office and in a central PPE store in school.	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	A 'Remote Learning Offer' drawn up to rapidly and effectively switch to online learning using Google Classroom and Class Dojo. Inform parents about these plans through a letter in September Information shared on website - updated Jan 21 March 8th - Remote offer to remain intact in the event of bubble closure. A set of Chromebooks to be kept aside for fast access to send children home with one in the event of a closure.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL		**Likelihood**	**Impact**	**Score**
		2	2	4

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RISK FOR THIS AREA (Potential Impact x Likelihood)			

AREAS OF CONCERN

Rapid Asymptomatic Covid-19 Testing for Staff (Voluntary) https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools				
Self-testing of staff members	All staff members currently attending the premises in person (part-time or full-time)	Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly.	Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues.	
Positive case identified		Staff aware of the need for immediate self-isolation and requirement to take a PCR test	Detailed instruction book provided. Verbal reminders.	
		Tests taken on a Wednesday and Sunday evening to allow school to plan for absence the following day.	Staff to email AMa immediately in the event of a positive result.	Lack of staff to cover absences.

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Negative test results		Staff can continue to attend school premises provided they do not have symptoms.	Staff advised to self-isolate and book a PCR test if they have symptoms.	
		Staff should not become complacent following repeated negative tests.	Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood of staff not being able to administer test** **2**	**Impact** **3**	**Score** **6**
AREAS OF CONCERN				

CHILD WELLBEING https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance				
Social distancing	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes.	Schools to follow agreed plans for bubble sizes and any changes must be agreed by the CEO	

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			March 8th - return to full classes. Teachers advised to consider seating arrangements to ensure maximum space possible between pupils. Children in KS2 should still be seated in rows where possible. All teachers to provide TJ with a seating plan. <u>Class</u> Children will spend the majority of time as a class to reduce the risk of regular contact with others. <u>Bubble</u> A Bubble will be a year group and as such will maintain distance and minimise contact with others within their 'Super Bubble' for large periods of the school day. Where practicable, Bubbles will have separate playtimes from other bubbles <u>Super Bubble</u> A 'Super Bubble' will be a phase bubble They will take into account: ● Separate plans for access and egress from other 'Super Bubbles' ● Separate plans for lunch and break periods from other 'Super Bubbles' ● These may involve staggered start and finish times from other 'Super Bubbles' Staff to ensure that children maintain distance and minimise contact within their Bubbles.	

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			Staff to ensure that children have limited opportunity and contact with children from another 'Super Bubble'. Staff within the bubble to adhere to social distancing guidelines in and out of school. See individual risk assessments for children who require 1:1 support. Staff to incorporate child friendly reminders of minimising contact and maintaining distance guidelines within the daily routine. March 8th - all teachers will remind children of distancing importance on the first morning back to school. Supported by assembly provided by SLT.	
Wellbeing	Children may be anxious with new rules and protocols	Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed	Regular reminders sent to parents via ClassDojo March 8th - information sent to all parents about re-opening to include guidance on what to do if your child is showing signs of anxiety. Appropriate support from WEB team, when needed.	
		Additional support to be available to individual children who continue to present as being anxious by the WEB team.	WEB team to continue to liaise with parents who have concerns around the anxiety of their child. WEB team referral form available to teachers to refer children who are displaying anxieties over the current situation. WEB team staff working 1:1 with children will always leave a door open and have access to a communication device to request support if needed.	
		Close monitoring and observation of children to identify any signs of distress	Check-ins and wellbeing sessions built into each Bubble Timetable including those who are being remotely educated.	

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			March 8th - Build Back better guidance shared with all staff regarding the importance of this. Staff maintaining a high alert awareness around pupils who are showing anxiety or wobbly behaviour and to set regular time for restorative/supportive conversations. Staff to work flexibly in their teams to enable staff to be able to hold restorative/supportive conversations Boxall Profile baseline completed and to be used to identify common areas of need. March 8th - Groups established from results of Boxall and work to begin, as appropriate MC input on training day regarding the timely identification and reporting of safeguarding concerns - this training to be given to all school staff inc. MSA, Admin, Site etc. Further safeguarding training given by MCh in SDMs MC provided whole school Safeguarding training on Feb 2nd including recording refresher for accurate recording. March 8th - Build Back better guidance shared with all staff, including safeguarding input from MC .	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **3**	**Impact** **3**	**Score** **9**

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AREAS OF CONCERN				
ACCESS / EGRESS TO SCHOOL https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
Travel to school	Virus may spread if too close contact	Minimise number congregating at same times by offering staggered start and end times where appropriate	Groups to arrive/depart at designated gates and at staggered set time where appropriate maintaining social distancing and minimizing contact. Children go straight to their classrooms rather than grouping together or standing in lines. Wider period used for drop-offs (8:40 - 9am) to avoid bottlenecks. Parents who are vulnerable advised to arrive later when it is quieter. Breakfast club staff manage entrance of these children via the Upper school gate and staff this gate from 8-8:10am	

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			High staff presence and drop off and collection times to reduce risk and give verbal reminders to maintain distance Regular reminders sent via ClassDojo to parents 16/9 - Parents asked to wear face coverings when on site, specifically at drop off and collection times 17/9/20 - Staff on duty in the playground supervising arrival and departures required to wear a face covering **March 8th - All parents re-issued with information regarding drop off and collection arrangements. New signage banners on school playground to remind parents of distancing, need to wear a mask.**	
		Allocate supervised group collection points	System in place to ensure Bubble and Super Bubble Groups to arrive/depart at designated gates and at staggered set time where appropriate maintaining social distancing and minimizing contact. Communicated to parents via Braeburn Bulletin/Dojo One way system for drop offs and collection marked and signed on the playground. March 8th - decision made to continue with one-way system. AJ to supervise end of vehicle driveway at	

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			both ends of the day, to include signage. Supervision levels high in morning as children pass through staff car park as part of one-way system 2.11.20 Changes to the end of the school day to reduce the number of parents across the site communicated through letter and text sent home. Minimum of 2 SLT to be 'on duty' to oversee collection and drop offs of all at different staggered times during the day.	
		Ensure parents know they can't come onto site unless they are invited	Braeburn Bulletin will detail this. Staff Guide March 8th - information reshared with all parents	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Lidded bins at access points to the school	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	Communicated to parents via Braeburn Bulletin	
Social distancing	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Guests and contractors to use 'Visitor' parking bays Main school drive closed from 8.30am each morning and 2.50pm. SLT/Site manager on duty on the drive to ensure vehicular access is denied.	
		Number of entrances/exits at site maximised and limited to groups where practical	Each entrance/exit designated to a bubble	

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Transport	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Encourage walking to reduce cars on road outside school - sent via Dojo March 8th - Due to challenges with bike storage and social distancing, only Year 5/6 superbubble to be allowed to cycle to and from school.	
Airborne transmission	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored with controlled access and disposed of after a year	Allergy/ health check information to be completed prior to children accessing school. Reminder sent out. All information stored on Integris - overseen by TC (SENDCo)	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non attendance	AM to share information relating to absence. Procedure shared at training session 7.9.20	
Preventing those with specified health conditions from risks arising from attending	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Regular updates via Bulletin/Dojo March 8th - any child with a shielding letter to be contacted by TC to discuss need to stay at home. All staff with vulnerable medical conditions to be subject to individual RA to be reviewed prior to March 8th. Staff asked to inform TJ/ALM if their medical status has changed since September.	
Close contact and airborne transmission		Plan in place to ensure distancing can be observed during access and egress of building	All visitors to make an appointment. Visitors asked to wait outside until invited to enter the building. Information shared with parents **March 8th -** Main door to school is locked. Any parents entering the building is only by prior arrangement or in event of emergency.	

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		Parents accessing the school site for pre-arranged events.	Universal social distancing/minimising contact guidance will be adhered to . Designated areas - Training room/Lower school hall created for such activities to take place.	
Close contact and airborne transmission	Reception staff	Staff must operate behind their protected area	March 8th - Internal glass window must remain closed at all times whilst any visitors or staff are in the main reception area. Additional touchpoint cleaning to be carried out in this area 3 x per day as a minimum. If in exceptional circumstances this needs to be open, any visitor must stand a minimum of 2m from the window.	
Close contact and airborne transmission	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use		
Close contact and airborne transmission	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up and checked wearing disposable gloves which are then disposed of along with the container in the school bins. Admin team to let the phase leader who ordered the stock, know that it needs collecting. Phase Leaders to organise the collection of the stock and place	Admin/site manager to be clear of the process – gloves to be worn when packaging opened and then disposed of prior to removing contents of delivery. Signs to be displayed to remind delivery drivers to leave parcels outside.	

		in designated phase stock area and leave for 72 hours. Appropriate protection and hand washing should be applied to this process in line with guidance.		
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Inventory to be used Wipes and hand gel in entrance.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Communicated to parents via the Braeburn Bulletin and ClassDojo reminders. The school will operate an appointments only policy. Where a more immediate visitation is needed, ensure social distance is observed and swift movement to a designated safe space is made.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **3**	**Impact** **3**	**Score** **9**
AREAS OF CONCERN				
MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building	Staff/Children/ Contractors	One way systems where possible	Systems extended from wider openings. March 8th - Corridors still signed with directional arrows on the floor. All walking on the left hand side.	

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through airborne or close contact transmission			Rehearsed with team bubble groups the routines and measures in place to help separate bubbles, Adults lead bubbles in communal spaces where possible. Walkie talkie systems in place for assistance Staff have been advised to wear face coverings, rather than visors, when in communal areas.	
		Socially distanced assemblies will take place within their Super Bubble.	March 8th - Most assemblies will take place remotely. If deemed necessary and approved by TJ, short assemblies can take place in 'Super Bubbles'. Children seated in their class bubble, as per seating plan. Space left between each class and more space between year groups (More than 2 metres). Hall always well ventilated. All children facing forwards. No singing Adults leading assembly socially distanced at all times.	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Cover this in Staff guidance and in return to school information for children and parents Teachers to regularly remind children	
		Rotas and systems to avoid contact between groups	PPA carousel to be temporarily altered to minimise the movement of children around the school site. PPA teacher to visit the classroom. Shared equipment to be minimised and regularly sanitised. Chromebooks to be sanitised between use	

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		Pinch points and bottle neck points identified and managed accordingly.		
		Identify where screens would help prevent transmission of virus	Screen in the Main reception area used. Staff lanyard barcodes scanned to sign in and out of building Main office area main bottle neck. Staff advised that photocopier is for admin/SLT use only. Daily signage in place to remind staff	
		Signage in place to remind people and daily reminders from line managers	Signage has been provided by CST and placed around the school site. March 8th - Signage renewed in new colour	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		**Likelihood** **3**	**Impact** **2**	**Score** **6**
AREAS OF CONCERN				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak				

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https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak				
Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	March 8th - All KS2 classrooms to have forward facing desks unless approved by TJ due to space issues. Teacher to predominantly teach from the front of the classroom and minimise contact. 1:1 support offered to a child should be done so side to side, rather than face to face.	
		Enter classroom one by one, populating seats front to back to reduce contact where possible	March 8th - New seating plans in place to reduce the number of children who have regular close contact. This plan is also to be used for lining up and sitting in bubble assemblies.	
		Arrange seating for children to sit side by side no more than 15 per row where possible		
		Minimise face to face child/teacher time	Desks organized in such a way that they are not facing each other wherever possible.	
		Classroom based resources, such as books and	Children to have individual packs with whiteboard, pen, pencil etc.	

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		games,should be cleaned regularly, along with all frequently touched surfaces.	March 8th - Surfaces to be as clear as possible to enable easy and regular cleaning throughout the day. Surfaces left clear at the end of each day for appropriate cleaning by site team. Touch point cleaning a minimum of 3 times a day. Classroom staff to carry out disinfection in line with touch point cleaning. Resources used solely within the bubble are to be cleaned every week.	
		Where after school clubs are carried out, these will be done as class bubbles	March 8th - MW and RCo to oversee the arrangement for ASC to restart after Easter. Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles Equipment will be cleaned thoroughly prior to and after each session Touch point sanitisation will take place prior to each session No contact sports provision until further notice PPE will be worn by parents whilst on school site arriving to collect their children Parents and children will evacuate the site quickly and efficiently after collecting children	
External Sports provision (external provider) **OUTDOOR ONLY**	Pupils Parents/Carers	Where any external sports providers are used during the summer term.	March 8th Any provider or parent will not attend the provision if suffering from any of the identified COVID-19 symptoms Upon arrival, children will be met at the outdoor venue by a member of the provision	

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			The club provider will ensure they have a list of contact details in a protective sleeve in case of emergency The club provider will submit their own risk assessment to the school for consideration prior to ANY club taking place - this must be approved by TJ Children will be asked to wash their hands on arrival (or be offered the use of hand sanitser) Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles Equipment will be cleaned (by the provider) prior to each session Touch point sanitisation will take place prior to each session No contact sports provision until further notice PPE will be worn by parents whilst on school site arriving to collect their children Parents and children will evacuate the site quickly and efficiently after collecting children	
		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for	Shared equipment minimised wherever possible. Chromebooks only to be used within Bubbles and Super Bubbles. Regular sanitisation takes place. Additional cleaning of the classroom to be facilitated.	

PE lessons to be taught outdoors wherever practicable (weather dependent)

		plastics) between use by different bubbles		
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Ventilation to form part of the daily routine communicated to staff via 'Project Reconnect'	
		Own equipment only to be used by each child or allocated equipment where possible	Stationery packs to be provided for each child	
		Mark out areas to reinforce distancing		
		Daily awareness briefings by line managers, posters, manager spot checks	Weekly detailed briefing via email. Daily updates will be given when felt appropriate, informed by spot-checks by SLT.	
Early Years and KeyStage One (Yrs 0-2) Preventing transmission of virus in the classroom through close contact or surface transmission	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Bubbles and super bubbles limit contact of staff Staff to be made aware to keep 1 metre where realistically possible. Full PPE available	
Breakfast Club (in hall)	Staff/children through close contact or picking it up from surfaces	All super bubbles must avoid contact with others	March 8th - Any person (staff or child) will not attend the site if suffering from any of the identified COVID-19 symptoms Children will be expected to have washed each morning before arriving at the provision	

PE lessons to be taught outdoors wherever practicable (weather dependent)

	Children from different super bubbles within same shared space		Upon arrival, parents will leave the children at the upper school playground gate at 8am Upon arrival, children will be met at the door by member of BC staff Children will be asked to wash their hands on arrival (or be offered the use of hand sanitser) Children will be guided to associate with peers from their own school bubble in their own allocated space Staff must remain very vigilant around distancing from children. There will be provision of cereal and toast. Numbers will be capped based on distancing requirements. All places must be pre-booked.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **3**	**Score** **6**
AREAS OF CONCERNS				
STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	If staff use the staff room, there should be a minimum of 2 metres between people. Additional furniture has been removed. Rotas in place to reduce the amount of people in the staff room at any one time. Staff advised that eating in their own classroom reduces risk of close contact with others.	

PE lessons to be taught outdoors wherever practicable (weather dependent)

			Ensure staff room is always well ventilated Ensure all non fixed seating is a minimum of 2m apart Signage in place to remind staff to maintain minimum contact recommended Government distancing rules Ensure staff place a high priority on personal hygiene through awareness CPD/orientation and regular briefings/communications by line managers and signage posters Check compliance through a schedule of spot checks allocated to an accountable person	
		Cleaning schedule in place to ensure equipment cleaned after use	March 8th Increased Staff room cleaning within the day through additional cleaning hours and staff supporting when leaving an area. Cleaning station regularly checked for supplies by AJ March 8th - staff encouraged to use outdoor space in old Nursery outdoor area, when possible. Seating to be put in there.	
		Own utensils used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **3**	**Score** **6**
AREAS OF CONCERN				

EBOR ACADEMY TRUST

PE lessons to be taught outdoors wherever practicable (weather dependent)

PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	Each Bubble to have their own play equipment allocated. Staff should monitor closely when children move across other year groups areas to arrive at play equipment.	
		Encourage outdoor play wherever possible	Children to have appropriate clothing in school.	
		Rota and segregation for outdoor space to maintain distancing	Rota established and areas of the playground demarcated for each bubble. All outdoor play spaces to be used to maximise space. EYFS - Nursery to stay in their own outdoor area and not mix with Reception. Both Reception classes to share outdoor space. KS1 - Each Year group bubble allocated their own playtime and lunchtime space LKS2 - Each Year group bubble allocated their own playtime and lunchtime space UKS2 - Each Year group bubble allocated their own playtime and lunchtime space Staff must not walk a group through another bubble on the playgrounds. Bubble must stop and stand still. Break time/ outdoor area rota to be shared with all staff	

PE lessons to be taught outdoors wherever practicable (weather dependent)

		Rota for cleaning play equipment	Play equipment will be designated to each bubble, cleaning will take place at the end of each day unless a rota is in place	
		Singing, Wind or brass tuition will only take place under additional and specific safety measures	MW will lead singing sessions with one class of children in the Lower School Hall as part of PPA provision. The hall has a high ceiling, lots of windows for maximum ventilation and children will have specific standing places to ensure appropriate distancing is in place. Group wind or brass tuition will take place in the Lower school hall with the same measures as singing put into place. Any instruments used will not be shared between pupils. Any external provider will have a school based RA and their own RA approved by KG and AR from Ebor prior to sessions taking place.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **3**	**Score** **6**
COMMENTS OR CONCERNS				
MEAL TIMES https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				
Close contact and surface transmission	Staff/children/Catering staff cross contamination by being	Hot / cold pack lunches to be eaten in the classroom to avoid	Posters in place to remind children to wash hands before eating.	

	too close or picking up the virus from surfaces	queues or large groups congregating at meal times.	System in place to prevent too many children in washroom at any one time (Limited sinks and toilets available per washroom) All lunches to be taken in class with the exception of Reception who will be in the lower school hall.	
		System in place to collect lunch boxes; ensures distancing can be maintained	Nursery - MSA team to take hot/cold dinners through to Nursery in the hot cupboard/ trolley. Member of staff to wear gloves Reception classes - All lunch boxes to be taken through to the hall on a trolley by an allocated member of staff. Y1 - Y6 - Prepared hot and cold packed lunches to be delivered to each classroom by the MSA team. Member of staff to wear gloves. Staggered collection times. Regular sanitisation of areas needed throughout lunch.	
		Catering staff treated as a group	Catering staff to remain in their bubble. MSAs to collect lunches from the canteen and deliver to the appropriate bubbles to which they are allocated. MSAs will then remain with the bubble and supervise children and cleaning in their allocated rooms.	
		All food waste must be disposed of in black bags/compostable bags	Appropriate bins bags to be available in each classroom to dispose of food waste. Staff to wear gloves when handling food waste.	

PE lessons to be taught outdoors wherever practicable (weather dependent)

			All food waste to be placed in black bin bags and disposed of in general waste at the end of lunch.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood)** **2**	**Impact** **2**	**Score** **4**
AREAS OF CONCERN				
CHILDREN WITH COMPLEX NEEDS This publication was withdrawn by gov.uk on 4th August 2020.				
Risk of cross contamination when dealing with children with complex needs	Anyone in building could be exposed to virus through close contact and airborne transmission		Risk assessments in place for children with complex needs. 1:1 children maintaining distance in sessions. Each child has their own equipment. Touchpoint cleaning by the member of staff between each child. Staff working with intervention groups across school should complete touchpoint cleaning between each group and complete own hand sanitising.	Staff working with children in a 1:1 capacity will still need to work with other children from a different 'Super Bubble'

PE lessons to be taught outdoors wherever practicable (weather dependent)

Access/egress in building	Staff/Children/ Contractors			
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets	Staff/Children/ Contractors	Ensure cleaning rota in place	Cleaning rota in place and signed and dated daily. Cleaning team meeting to ensure consistency of message/routines/procedures. Jan 21 - Additional cleaning hours maintained during partial closure. Unneeded rooms closed off to allow for more regular cleaning of heavily used spaces. March 8th - TJ reviewed clearing arrangements with AJ - additional hours to continue.	
		Process in place to ensure adequate supplies of cleaning materials at all times	Site manager to ensure supplies checked and ordered to ensure adequate supply at all times.	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	A plan to enable, where practicable, pupil groups to be allocated a set of toilets for their sole use. One set of toilets per 'super bubble' to be allocated.	There may be occasions where children need emergency access to facilities and these cannot be on a rota.

PE lessons to be taught outdoors wherever practicable (weather dependent)

			Each 'Super Bubble' has access to their own toilet facility. Y5/6 - Outside Jellyfish Y3/4 - Outside Coral Y1/2 - Outside Computing room and Seals and Starfish EYFS - Outside Lions and Tigers Nursery A rota for the use of toilets is aligned with Breaktime rota in order that contact between 'Super Bubbles' is maintained.	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Black bin liners in each classroom/working space to dispose of tissues and PPE used Lidded pedal bins in place for each classroom.	
		Ensure adequate supply of tissues, paper towels and wipes	Site Manager to conduct daily checks of 'stations' in order that the availability of facilities to support good hand hygiene are supplied. Cleaning rota's on wall, signed off when cleaned and spot checked (AJ)	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREA OF CONCERN				
MAINTAINING HYGIENE				

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PE lessons to be taught outdoors wherever practicable (weather dependent)

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Hygiene practices	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Weekly reminders as part of Staff briefing Posters to remind Cleaning rota on walls in restrooms and classrooms signed on cleaning and spot check by a member of SLT Cleaners thoroughly clean daily and trained in what they should do Black bin liners in each classroom/working space to dispose of tissues and PPE used Lidded pedal bins in place for each classroom SLT spot checks to be recorded and actioned as appropriate	
		Ensure sufficient washbasins so everyone is able to wash hands regularly	Each classroom has its own sink area Minimum of 2 wash basins in each WC area. More wash basins opened in some bubbles to support good hand hygiene.	
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Staff received a briefing on completing hand washing information. Posters displayed as reminders around school. March 8th - reminders for children returning to school	

PE lessons to be taught outdoors wherever practicable (weather dependent)

		Build washing hands and 'catch it kill it bin it' into the culture	Posters to remind Regular reminders and education. Tissues available in each class Train and remind children to use the foot press not to touch the bin.	
		Enhance cleaning regime for busy areas	Cleaning staff to complete additional hours as required Responsibility for cleaning classrooms and equipment allocated to the cleaning team. Instruction given and checklist on wall to confirm done	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Site Manager to conduct daily checks of 'stations' in order that the availability of facilities to support good hand hygiene are supplied. Pupils are only able to bring their own hand sanitiser to school if prescribed by a doctor to ensure it is to the standard required to kill germs.	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative	Staff have received briefing and complete hand washing information Posters to remind	
Surface transfer	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Cleaners thorough clean daily and trained in what they should do Teaching and assistant teaching staff to clean touch point areas regularly (chromebook screen, interactive whiteboard, table surfaces)	

PE lessons to be taught outdoors wherever practicable (weather dependent)

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA	**Likelihood** **2**	**Impact** **3**	**Score** **6**
AREAS OF CONCERN			
USE OF PPE – Order via normal Purchase Order Procedures. SBM to monitor stock levels. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe			
Ensuring safe and effective use of PPE	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Guidance issued to all staff on September training day. New staff to school (post September) issued with Covid related guidance as part of induction.
		Ensure sufficient PPE available	AJ to replenish supplies, as needed.
		Ensure process in place for safe disposal of PPE	All staff aware of this process
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	**Likelihood** **2**	**Impact** **4**	**Score** **8**
AREAS OF CONCERN			
CONTRACTORS			

PE lessons to be taught outdoors wherever practicable (weather dependent)

Contractors may bring covid in	Staff, Children & Contractors	Ensure booking system in place for contractors	Admin team briefed on this process and all documentations securely stored in the event of track and trace being required. Wipes and hand gel in entrance. Admin to check in position on a daily basis	
		Ensure declaration is signed prior to entering site	Contractors sent visitor declaration forms. Copies available in office	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Posters Admin to inform. Admin to check and raise with TJ if any concerns	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREAS OF CONCERN				
CARETAKING https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site & Premises Manager	Site manager becomes unwell	School sickness policy and Ebor guidance in place	Line manager informed	
Site & Premises Manager	Site manager develops symptoms	Room set aside for symptomatic members of staff and	HT & SBP to be informed immediately of a	

PE lessons to be taught outdoors wherever practicable (weather dependent)

		children(ideally with a window that can be opened to provide ventilation) Masks available for supervising adult in the isolated area. Contingency plan in place so the area where the person has been, can be isolated Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided	suspected case of Covid Site Manager is taking part in the voluntary Lateral Flow Testing process.	
Site Safety and Provision	Full return to school 8th March 2021	Ensure all building checks and caretaker compliance checks are continued	Caretaker knows what checks and records needed.	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Done weekly and records kept.	
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use	Done by caretaker and kitchen staff.	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally	Checked by head teacher and reported if needed.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREAS OF CONCERN				

PE lessons to be taught outdoors wherever practicable (weather dependent)

GENERAL CLEANING https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Cleaning protection	ALL	Ensure cleaners wear a minimum of disposable gloves. Offer use of masks as cleaning causes the possibility of airborne fluid	All cleaning staff wear appropriate levels of PPE - masks available if required. Cleaners to inform cleaning supervisors (DS/SL) if supplies are running low. AJ to monitor.	
Surface transmission	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Cleaning cloths disposed of daily and replaced. Mop heads replaced or sterilised - monitored by AJ	
Surface transmission	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Cleaning Rota amended and site team meeting held. Additional cleaning hours agreed. High use areas to be cleaned a minimum of 3x per day. March 8th opening - additional cleaner hours agreed between TJ and AJ to cover staff shortage	
General cleaning	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Resources used solely within the bubble are to be cleaned every week. Resources that are used in another bubble cleaned and left for 72hrs before another bubble uses it. Resources used across bubbles without the 72 hours (PE etc) must be cleaned after each use.	
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Cleaning log to continue in same format as is now in place. These are checked daily by AJ and monitored in spot-checks by SLT.	

PE lessons to be taught outdoors wherever practicable (weather dependent)

Cleaning materials	ALL	Disposal of cleaning materials by double bagged Covid method	All bins double bagged ready for disposal	
Surface transmission	Spaces used by more than one class or group	Ensure these are cleaned between use	Where there is multiple use of a room from classes within a 'super bubble' (Phase), regular touchpoint cleaning will be carried out and wipes/gel will be available.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREAS OF CONCERN				
TOUCHPOINT CLEANING				
Airborne and surface transmission	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	All staff working in a bubble reminded of touchpoint cleaning responsibilities. Staff to email the admin team when cleaning products/tissues etc drop below 50% capacity. AJ to monitor and order new cleaning products as required. Cleaning checklists to be monitored and form part of SLT spot-checks.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
AREAS OF CONCERN				

PE lessons to be taught outdoors wherever practicable (weather dependent)

CLEANING FOLLOWING SUSPECTED COVID CASE https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area				
Airborne and surface transmission	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	Guidance shared with staff who have all confirmed they have read it and signed it.	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	TJ (or other SLT) to be contacted. TJ to liaise with CST.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		**Likelihood** **1**	**Impact** **5**	**Score** **5**
AREAS OF CONCERN				
WASTE MANAGEMENT PPE https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission	ALL	All outer packaging must be removed and recycled before an item is taken into school	Recycling wheelie bin to be located in the office main entrance.	

PE lessons to be taught outdoors wherever practicable (weather dependent)

			All outer packaging to be removed in the main entrance area before being brought into school.	
		All food waste must be disposed of in black bags/compostable bags		
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	Appropriate bags to be available in all classrooms	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	Waste will be double bagged, following Ebor Covid-19 methodology	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		**Likelihood** **2**	**Impact** **3**	**Score** **6**
AREAS OF CONCERN				
MANAGING PREMISES https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak				

PE lessons to be taught outdoors wherever practicable (weather dependent)

Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	AJ to monitor and feedback to AM (SBP) fortnightly on progress. Actions to be recorded. March 8th - Parago system now in place to ensure compliance	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Checks will be completed by the admin team. Completed forms stored electronically and available from AM.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		**Likelihood** **2**	**Impact** **2**	**Score** **4**
Areas of concern				

POLICIES

EBOR ACADEMY TRUST

PE lessons to be taught outdoors wherever practicable (weather dependent)

Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances Staff and children briefed accordingly		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Emergency evacuation whilst maintaining social distancing	Staff/Children/ contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised Put new / additional signage out if required PEEPS should be reviewed and amended accordingly.	Evacuation drill carried out in first half-term and review meeting took place. Feedback given to staff March 8th - Evacuation drill to be carried out in wc 15/3	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Administering First Aid & administration of medicines safely Close contact and surface transmission	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings). Ensure adequate supply of PPE is available for use by first aider should they need to get closer to injured		

PE lessons to be taught outdoors wherever practicable (weather dependent)

		party/suspected infection with Coronavirus Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks 1st aider to confirm to say they have received and understood instruction General PPE signage as reminder Process in place to undertake temperature checks as appropriate.		
Suspected case of COVID-19 in School Close contact and surface transmission	School Staff/Teachers/Parents/Visitors to School	Flowchart for procedure has been shared with staff and is displayed across the school Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material Process in place for contacting parents		https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area

PE lessons to be taught outdoors wherever practicable (weather dependent)

		Room set aside for symptomatic children(ideally with a window that can be opened to provide ventilation) 2m distancing should be available / marked out in the rooms. Process in place to move a symptomatic child to a separate room Masks available for supervising adults in the isolated area. Contingency plan in place so the area where the person has been, can be isolated Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided			
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)			**Impact 2**	**Likelihood 3**	**Score 6**
COMMENTS OR CONCERN					

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PE lessons to be taught outdoors wherever practicable (weather dependent)