

COVID 19: RISK ASSESSMENT

Educational Setting	Sawston Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) for September 2020 Re-opening phase
Completed by & Date	Jonathan Russell, 9 July 2020
Last Updated On	03/09/20

There is a separate risk assessment for the **Sports Centre**, managed by the College/Anglian Learning, accessible [here](#). **Chartwells (Compass)**, an independent company which runs all catering on site, has its own risk assessment, accessible [here](#). The previous separate risk assessment for Offices has been amalgamated within this document.

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<h3>Social Distancing</h3>						
Social Distancing in school	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> SVC has reviewed the total space available for teaching activities beyond classrooms. Each room assessed for capacity, entrance/exit routes and required signage. Change layout of classrooms so that all pupils are facing the front in rows Class furniture will be moved if required or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. 				

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		<ol style="list-style-type: none"> 4. Each space to have appropriate signage, which will include: floor markings, hand cleaning signs, social distancing signs, direction signs. 5. Signs for doors of each room being used to show capacity 6. Consideration of points where queuing will take place and maximising distancing / supervision 7. Pupils to bring their own resources such as pens, scissors etc. Where necessary. minimal lending in place and any loaned resource to be cleaned and stored – not for immediate re--lending. Wipes available in all rooms. Sanitisers are in all rooms being used. 8. Short film shared ahead of whole school return to site to explain rules and what to do 9. PowerPoint to aid social distancing rules for all pupils 10. Parents reminded of social distancing in weekly communications, parent bulletin, etc. 11. Pupils reminded of social distancing in daily and weekly bulletins, 				

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		<p>12. Where possible (and certainly for the first session each morning) all teachers/teaching assistants to make sure that they are in the classroom in advance of pupil arrival to orchestrate social distancing arrivals.</p> <p>13. Pupils to enter the classroom immediately on arrival to avoid queueing outside classrooms.</p> <p>14. Pupils assigned seat in each classroom/group which remains unchanged (to support Track and Trace if necessary).</p> <p>15. Teachers to direct pupils to their desks on arrival. Pupils to remain at assigned desks for the duration of the lesson unless advised otherwise by the teacher.</p> <p>16. Teachers and other staff should not go within 2 metres of pupils in the classroom. Teachers' space will be clearly defined with markings.</p> <p>17. As per the normal school rules, pupils will not be allowed to use the toilet during lessons.</p> <p>18. No group work should be set which requires pupils to move seats or face multiple directions. Pupils should face front.</p>				

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		19. At the end of the lesson pupils will be dismissed one at a time or in rows (from front to back or as necessary where the exit is) to maintain social distancing. 20. Any after-school provision or clubs will keep year groups apart (potentially other than siblings). 21. Staff should not shake hands as a form of greeting anyone. There should be no physical contact.				
Movement around the school	Staff and pupils Transmission of Covid19	1. KS3 pupils restricted to their zone and zoned social space. KS3 pupils escorted to and from specialist rooms back to zoned base rooms. KS4 pupils follow one way/flow system. 2. Staggered start times to stagger arrival by car, cycle or walking. Pupils arriving from buses and directed immediately to zoned base rooms 3. Corridors marked with red dividing line. Keep Left principle. 4. Clear directional signage for visitors/staff and pupils. 5. Restricted access for visitors. Parents are to be met in reception and where possible only the Walnut Gallery or Carnegie Room used as meeting rooms. Other visitors	9. Traffic RA reviewed	9. PDU	9. 7/9/20	

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		<p>should be restricted and where possible meetings held remotely.</p> <ol style="list-style-type: none"> 6. One-way system and/or flow management to be deployed with signage and markings 7. Staff free to move around site as necessary but must adhere to 2m social distancing principle 8. One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. 9. Traffic management and risk assessment to be reviewed as plans change. 10. Buses arrive to open area. No parent cars on site; new gate system in operation with secured site and restricted access. 11. Priority must be given to disabled users and those identified as having health related issues. Disabled bay near reception and Sports centre. 12. Zoned cycle spaces: Y8 and Y10 Owl Building; Y7,Y9 and Y11 Spicer Wing (staggered start and end times) 13. Staggered break and lunch times to manage movement around the site. 14. Adjustments to timetable with some restrictions to minimise Y10 and Y11 transitions at lesson changeover, e.g. 				

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		access to specialist rooms when consecutive Option D lessons				
Movement to and from school		<ol style="list-style-type: none"> 1. Pupils travelling on public transport will be asked to wear masks or face coverings in line with DfE guidance. 2. Pupils travelling on school buses commissioned by the Local Authority will be asked to follow the expectations of the LA which include the necessity to wear face masks or coverings. 3. Pupils will be encouraged to socially distance whilst waiting for, embarking and disembarking all forms of transport. 4. Pupils will be encouraged to maintain social distancing on their way to and from school; the school gates and entrances will be supervised at the start and end of the school day. 5. Pupils will arrive on foot/cycle via the Main Drive and Playground Driveway through the pedestrian gates. Pupils may exit through these gates and the Marven Drive. Gates will be supervised to provide support and encourage social distancing. 				

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Access/Egress of school building	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Classroom doors kept open when in use to increase ventilation and reduce areas of high contact. Windows kept open. 2. All doors to be propped open other than fire doors identified and where safeguarding precautions take priority. 3. Restricted visitor access via Main drive only and only access to reception. 4. The electronic door to reception should be kept open as far as possible. 				
Break/Lunch times	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Staggered 15 minute break time with access to three catering facilities (two outside) and zoned social space. 2. Staggered 30 minute access to three catering facilities with additional 30 minutes free time in zoned social space or zoned base rooms (when extreme weather). 3. The canteen will have additional supervision. 4. Pupils to use hand sanitisers on entrance and exit to the canteen. 5. Canteen entrance from the Sports centre side with entrance via new system (queue zone near bin store fenced from the road). Grab N Go queue as usual. Canopy queue 	5. Queuing markings/barriers for all catering facilities	5. PDU	5. 2/9/20	

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		<p>as usual. All queues to maintain 1m+ social distance and to be supervised.</p> <ol style="list-style-type: none"> 6. Canteen must be cleared 5 minutes before the start of the next staggered lunch or break service. 7. Encourage staff/pupils to bring their own water bottles 8. No shared cups or bottles in school. 9. Staff kitchen available but limited capacity to 3 people. Staff to use own mugs and other utensils. Staff to wash up after themselves and adhere to social distancing measures when using the kitchen (no more than three people in the kitchen at any one time) 10. Staff to clean any surfaces touched such as microwave buttons 11. In wet or extreme weather, pupils will be managed within their zoned areas and kept in year group bubbles, accessing catering at the specified time in a supervised way. A wet or extreme weather contingency plan will be shared with staff. 				
Lunchtime Catering facilities	Staff and pupils	<ol style="list-style-type: none"> 1. Three catering facilities available: two outside Kiosk/Canopy and Grab n Go. 2. Limited menu choices shared with parents and pupils (to ensure capacity met in time) 	25. Chartwells RA shared	5. JRU	5. 2/9/20	

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	Transmission of Covid19	<ol style="list-style-type: none"> 3. Cleaning regime between service 4. Cashless payment methods adjusted to avoid use of fingerprint scanners. Pupils and staff to be issued with cards. 5. Chartwells to share risk assessment with SVC. 				
Increased risk of transmission from pupils through equipment	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Specialist facilities to be cleaned routinely and available to KS3 on rota basis, including Science labs. 2. Pupils should bring their own equipment such as pens, scissors etc. to minimise the need for lending. Where lending is necessary a pupils should use the same piece of equipment all day. This should remain on the pupil's desk until the end of the day. 3. Any equipment for sharing should be on a separate desk which is more than 2 metres away from staff. Teachers will advise pupils to collect equipment individually where necessary. 4. At the end of the day, pupils should use wipes to clean any equipment that has been used before returning it to the central supply. 5. Teachers should design teaching activities to minimise the need for giving out or 	<ol style="list-style-type: none"> 3. Space for resources 8. Gel and wipes in each classroom 	<ol style="list-style-type: none"> 3. Classroom teacher 8. PDU 	<ol style="list-style-type: none"> 3. 3/9/20 8. 2/9/20 	

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		<p>sharing of resources. Excessive reliance on worksheets should be avoided if possible and information for the lesson should be shared through Interactive or normal whiteboards.</p> <p>6. Pupils issued with their own mini whiteboard and pen to aid feedback in class.</p> <p>7. Pupils should bring their own exercise books. Pupils should take exercise books home at the end of the day unless teachers need them for marking.</p> <p>8. Wipes and sanitisers will be available in all rooms.</p> <p>9. Waste should be disposed of in bins provided within the room.</p> <p>10. Routine times for hand washing: on arrival, after enrichment activity, after toilet, before and after eating</p> <p>11. Pupils in different bases will have allocated water fountains and will not be able to use the water fountain in reception (unless when in reception for genuine reasons such as First Aid).</p>				

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Office based Staff	Staff Transmission of Covid19	<ol style="list-style-type: none"> 1. Consideration of options for some limited working from home to support social distancing. 2. Separating of desks put in place to allow access and maximise distancing 3. No hot desk or shared resources. 4. Offices with limited ventilation to minimise pupil interaction within the office to no longer than 15 minutes and to find alternative venue where possible 5. Barriers in place in reception to encourage social distancing. 6. Perspex barrier in reception 7. Clear Covid19 signage in reception including Covid19 Compliant workplace poster. 8. Staff in shared office to stay at own desk; where possible office sharing has been reduced, e.g. Heads of House Office. 9. Staff to bring their own resources such as pens, scissors etc. Wipes available in all rooms. Sanitisers in all rooms. 10. Pupils discouraged from accessing reception unless necessary: no access to water fountain 11. All deliveries to be placed at the 2m distance barrier in reception. Where staff 	7. Covid compliant poster	7. SRC	7. 2/9/20	

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		handle deliveries, they should wash their hands afterwards				
School Staffroom	Staff Transmission of Covid19	<ol style="list-style-type: none"> 1. Limited access at all times. Capacity sign on the door. 2. No more than three people in the staff kitchen at any one time. 3. Windows to be opened for increased ventilation. 4. Additional spacing out of work desks for use during PPA and TLR periods. 5. Staff to adhere to 2m social distancing rules. 6. Virtual staffroom established as an alternative to physical interaction 7. Staff are responsible for their own items and putting these in the dishwasher. 8. Staff ideally should stagger their lunch and eat separately. 9. Subject staff rooms have marked capacity on each door. Social distancing to be adhered to at all times. 10. Staff to maximise use of outdoor spaces for socialising. 11. SLT meetings outside; use of outside patio for JRU Office meetings. 				

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		12. Staff to avoid shaking hands as a greeting; no physical contact should take place.				
<h3>Hygiene Measures</h3>						
Hygiene / Washrooms / Classrooms	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> The College has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of hands following breaks, before meals and following the use of toilets. Pupils should access the toilets individually and not in groups, in a formally socially distanced queue. Hand washing must take place. Additional supervision of all toilets Each year group to have a designated toilet: Y7 Spicer, Y8 Languages, Y9 Edinburgh, Y10 Science, Y11 Morris At lunch, Y7 may access Morris toilet and Year 9 access Science toilet, thus reducing the number of pupils returning across site to their zones. At these times, the other year groups will not be using the toilets. They can be cleaned at the end of the lunch session. 	<ol style="list-style-type: none"> Sanitisers and wipes in each office Additional sanitisers (CS1/2 foyer) 	<ol style="list-style-type: none"> PDU PDU 	<ol style="list-style-type: none"> 2/9/20 2/9/20 	

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		7. Doors removed to improve ventilation and to aid supervision and monitoring of handwashing 8. All visitors to site should be requested to sanitise hands on arrival. 9. Sanitiser stations established in reception 10. Sanitisers and wipes in each office. 11. Additional fixed sanitiser dispensers placed in key locations 12. Rooms should be appropriately ventilated with at least one window open in all rooms. 13. Pupils to be actively encouraged to wash hands and not just to use sanitiser: on arrival, after using any specialist equipment, after toilet, before and after eating. 14. Pupils to have watched safety presentation, re-opening video and be reminded of hygiene measures in daily bulletins. 15. Hand washing after and before using specialist equipment compulsory in rooms where sinks are available. 16. Staff to advise Premises manager/caretakers when soap/sanitiser/handtowels start to run low using the 'Every' system				

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		17. Staff to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in all lessons and around site.				
Cleaning	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. All areas deep cleaned for the start of term 2. More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ol style="list-style-type: none"> a. Taps and washing facilities, b. Toilet flush and seats, c. Door handles and push plates, d. Handrails on staircases and corridors, e. Lift controls, f. Machinery and equipment controls, g. All areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles. h. Telephone equipment i. keyboards, photocopiers and other office equipment, classroom desks and chairs. 3. Increased cleaning of handles and touch plates. 4. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn 	<ol style="list-style-type: none"> 1. Review cleaning hours with cleaning contractor to accommodate all areas 	PDU	1. 2/9/20	

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Infection Control						
Personal Protective Equipment	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. 2. Staff may wear face coverings or face masks at their own discretion on completion of a risk assessment (although these are not considered PPE). Staff must take personal responsibility for the cleaning of any face covering and for the safe removal of their own face coverings. 3. Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. 4. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 5. Staff using PPE must follow the instructions and training on its use. 6. Staff have access at all times to hot water and soap or hand gel for hand washing. 7. Staff dealing with First aid will have access to First Aid grab bags with appropriate PPE. 				

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		<p>Stock of gloves, disposable aprons on site, masks are issued for First Aid and to anyone who is dealing with a pupil/staff member who is presenting Corona virus symptoms and is within an area where the social distancing rule cannot be adhered to.</p> <p>8. PPE stock to be routinely monitored and levels maintained.</p> <p>9. Staff using PPE must ensure that they have watched the video https://www.youtube.com/watch?v=-GncQ_ed-9w Staff must confirm this has been watched by logging on Every, notifying Kim Ellis (First Aid) or notifying Louise Milne (HR)</p>				
First Aid	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<p>1. Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and pupils has been assessed with suitable first aid first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>2. The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p>	5. Amend First Aid(H&S) policy	6. KEL	6. 2/09/20	

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		<ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid <p>3. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>4. First Aiders have watched this film (https://www.youtube.com/watch?v=-GncQ_ed-9w) and read CCC and PCC First Aid Requirements</p> <p>5. Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p> <p>6. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>7. Dedicated space (signed outside bench under cloisters in fresh air) to be used solely for anyone who shows signs of symptoms. Once used bench must be disinfected and surrounding area thoroughly cleaned. All those involved must</p>				

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		<p>thoroughly wash hands with soap and hot water afterwards.</p> <p>8. Medical Room used for all other symptoms/cases where reception cannot be used. Anyone with Covid19 symptoms to wait on bench under cloisters unless emergency in which case medical room to be used.</p> <p>9. Medical Room must be deep cleaned with approved disinfectant after each use. In the event of a positive case, the room must be secured for 72hrs then undergo a deep clean.</p> <p>10. If a pupil with suspected symptoms (whilst waiting to be collected by home) uses a toilet, they should use the disabled toilet in the CH corridor. This must be cleaned after use and before anyone else uses it.</p>				
Face Masks and face coverings		<p>1. There is no expectation or requirement for pupils to wear face masks or face coverings other than on public buses and school buses.</p> <p>2. Pupils will not be required to wear face masks in corridors or communal areas given the other measures in place and the likelihood of brief transitory motion within bubbles taking place indoors.</p>				

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		3. Social distancing measures in place and the openness of the site mean that no two bubbles will transit via corridors at the same time negating the need to wear face masks or face coverings as per the guidance as set out by the DfE (unless in a Tier 2 situation): https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education				
Suspected or confirmed cases	Staff and pupils Transmission of Covid19	1. All staff will adhere to the requirements of NHS Track and Trace 2. The College will follow the guidance for NHS Track and Trace as set out by the LA, link here 3. The above guidance is also reiterated in the Anglian Learning guidance paper on this, found here . 4. Pupils, staff and other adults must not come on to the site if they have tested positive for Covid19 in the last 7 days or present with symptoms 5. Anyone developing symptoms (continuous cough, high temperature, and anosmia) will be sent home. They will be advised to follow this guidance .				

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		<ul style="list-style-type: none"> 6. Anyone developing symptoms must self-isolate for 10 days and should arrange to have a test. 7. Other members of the household of anyone displaying symptoms or having tested positive should self-isolate for 14 days from when the symptomatic person first had symptoms. 8. Staff must book a test if they are displaying symptoms. Staff must inform the school of the outcome. 9. Where a test is confirmed as positive, the school will contact the local health protection team. The school will be guided by this team as to further action. 10. Track and Trace will mean that those in direct contact or proximity contact (within 1 to 2 metres for more than 15 minutes) are likely to be advised to self-isolate for 14 days. 11. School will keep a proportionate record of staff and pupils in each group, zone and space. 12. Unless essential to protect others, the school will not disclose the names of individuals who have tested for Covid19. 				

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		<p>13. As per the guidelines, the school will not request evidence of a negative test or other medical evidence before admitting children.</p> <p>14. If the school has two or more confirmed cases within 14 days, additional action may be required; in such circumstances the school will be advised by the local health protection team.</p>				
Local Lockdown		<p>1. In the event of a local lockdown we will follow the advice of PHE and the LA as set out in their document here.</p> <p>2. The College will follow the guidelines and expectations (and subsequent risk mitigation) laid out in Annex 3 of the government's contingency planning: https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers</p>				
Accident reporting Covid-19 incidents	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<p>1. The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the</p>				

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		Covid-19 virus as a result of, or in connection with, a work activity. 2. For further advice and guidance LGSS and PHE to be contacted. 3. Schools to ensure confirmed cases reported to Director of Operations and will seek guidance from Health & Safety adviser.				
Immunisation		1. Immunisation programmes will continue as normal but social distancing and other control measures will be in place.				
<h3>Premises</h3>						
Property Compliance	Staff, pupils and visitors	1. SVC has ensured high risk statutory compliance checks (fire, water, gas) have been completed and records updated. All other checks to recommence as suppliers return to work. . 2. Daily and weekly checks which have been undertaken throughout Covid 19 continue and pre-opening checklist completed. As per guidance set out by the DFE 3. Review of building projects, review contractors risk assessments to ensure in context with current government and PHE guidance				

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		<ol style="list-style-type: none"> 4. Conduct Health & Safety inspections 5. Report to the Health & Safety committee and LGB 6. Deep Cleans have taken place since Covid 19 and daily sanitising takes place in areas in use 7. All serious property concerns have been raised with LGSS and appropriate steps are in place to ensure the safety of all building occupants. 8. Statutory inspections to continue by external providers for high risk areas such as Fire, water, gas. Contractors to adhere to COVID 19 guidance, displayed at reception. 				
Contractors	<p>Staff, contractors and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. 2. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 3. Essential works must observe social distancing norms. 				

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Fire Safety	Staff, visitors and pupils Death or injury	<ol style="list-style-type: none"> 1. Fire lines changed from vertical tutor groups to specified class teaching groups. 2. Amended fire evacuation and emergency policy 3. Regular and routine drills to take place (but may be per year group rather than whole school) 4. Personal Emergency Evacuation Plans (PEEPs) for staff that work in the school and any pupils that access the school site 5. Ensure all emergency escape routes / doors are fully operational and kept clear. 6. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m+ distancing when at the evacuation point. 	<ol style="list-style-type: none"> 3. Fire drill(s) in first week back 4. PEEPS for pupils and staff 	<ol style="list-style-type: none"> 3. PWA 4. LMI/SAB 	<ol style="list-style-type: none"> 3. 11/9/20 4. 2/9/20 	
Waste	Staff and pupils Transmission of Covid19	<ol style="list-style-type: none"> 1. Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely 2. Bins should be emptied daily. 3. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 				

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		<p>4. Where wipes or other materials are used for cleaning of surfaces in classrooms or similar they must be disposed of in bins immediately. Rags (those for repeated use such as board wiping) should not be used unless they are washed routinely and regularly (or kept for personal use only).</p> <p>5. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be handled and stored in the following way:</p> <ul style="list-style-type: none"> • Put waste in a plastic rubbish bag and tie when full. • Place the plastic bag in a second bin bag and tie. • Store in a suitable and secure place (marked 'for storage) until the individual's test results are known. <p>Note:</p> <ul style="list-style-type: none"> • It should be stored safely and kept away from children. • It <u>should not</u> be placed in communal waste areas until negative test results 				

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		<p>are known, or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste (there will be a charge for this service) 				
<h3>Personnel</h3>						
Clinically extremely vulnerable pupils and staff	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> The school will follow the government guidelines for all pupils and staff within the clinically extremely vulnerable and clinically vulnerable groups. Personal plans (individual risk assessments) may be made for any staff (or pupil) who are in the clinically extremely vulnerable group due to underlying medical conditions. Essentially, all those in these groups, as those who are clinically vulnerable, 				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>should adhere to the key prevention measures outlined in this document, i.e. handwashing, avoid touching surfaces, maintaining social distance of 2 metres (where not possible, minimise time spent when within 1 metre of others and avoid all close face to face contact).</p> <p>3. Staff in the clinically vulnerable group (and pregnant women) may discuss their return to work and the school ensure it follows the advice here. If staff require to wear PPE or face masks/coverings then they must complete an individual risk assessment.</p> <p>4. All staff can be expected to work but the school will follow all guidance relating to those deemed extremely clinically vulnerable. Guidance here.</p> <p>5. Staff who are pregnant should follow the Royal College of Obstetrics and Gynaecology guidance here.</p>				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Equality Impact Assessment	Staff and pupils Transmission of Covid19	1. Equality Impact Assessment undertaken identifying specific staff where consideration needs to be given due to serious underlying health conditions or concerns regarding increased personal risk. This is also applicable to staff with existing mobility issues for whom changed rooming and timetabling will cause greater difficulties.				
Lack of staffing	Staff and pupil Workload and detriment to education	1. Contingency planning should staff absence impact on current plans: doubling up classes within zoned areas or making use of larger spaces (HMH or MC set up as lecture hall); adapting/modifying timetable; creating study period with supervision by other staff, e.g. HLTAs; SLT deployment; amended school days, etc.				
Wellbeing and managing anxiety	Staff and pupils Mental health	1. All plans and this risk assessment have been shared with all staff to offer reassurance and for the purpose of transparency, openness and preparedness. 2. Maintaining all normal and routine external agency contact and service to support provision for pupils with agreed protocols				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>around visitor site access and conducting all meetings remotely where possible.</p> <ol style="list-style-type: none"> 3. Maintaining all safeguarding procedures as normal including using MyConcern used by staff to identify any concerns 4. Staff visits to school site for reassurance and familiarity with changed layout. 5. Counselling service for staff 6. Staff Welfare standing item on SLT meetings and Leadership Group meetings 7. Staff and pupils signposted to mental health support and services, included in this link. 8. Virtual staffroom at break time 9. Staff may deployed as necessary but workload will be a key consideration in any deployment. 				
Behaviour						
Behaviour	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<ol style="list-style-type: none"> 1. Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. 2. The Sawston Way (code of conduct) established and used to help pupils/staff to adjust to new working routines. 				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		3. Behaviour policy amended for Covid19 concerns. 4. Behaviour Book addendum to explain changes to referral, detentions, sanctions and classroom management. 5. Detention to take place in zoned areas. 6. Referral system to zoned office space at KS3 and Duty Room for KS4. 7. Compass House used for non-mainstream pupils in separate zone. Pupils accessing both mainstream and CH to be kept separate. 10. School will carry out inductions to inform staff and pupils of the changes.				
<h3>Learning</h3>						
Teaching	Staff and pupils Transmission of Covid19	1 Teachers, teaching assistants, ITTs, trainees and volunteers must all adhere to social distancing measures 2 Teachers should remain at the front of the classroom in their designated space, adjusting pedagogy and classroom				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>management strategies to enable feedback, vigilance and foster positive relationships.</p> <p>3 The number of adults in a room should be limited where possible to two unless the space is large enough to accommodate more. Trainees may need to make use of remote technology to observe lessons.</p> <p>4 There should be no pupil-staff physical contact</p>				
Use of Specialist Rooms	<p>Staff and pupils</p> <p>Transmission of Covid19</p>	<p>1. Pupils in IT rooms will be assigned a workstation using a seating plan and should only make use of equipment allocated to them.</p> <p>10. At the end of each usage of, antibacterial wipes are to be used to sanitise keyboards, mice and any other peripherals</p> <p>11. Room maintenance will take place after school hours.</p> <p>12. Practical equipment to be sanitised after each use.</p> <p>13. Pupils to be actively encouraged to use sanitisers on arrival.</p> <p>14. Social distancing in large spaces or where group work is required (e.g. Drama) must be strictly adhered to</p> <p>15. Where practicable to do so, pupils should be facing the front</p>				

COVID 19: RISK ASSESSMENT

Elements of Risk	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		16. Air conditioning and fans are avoided to avoid re circulation of air. Where possible windows and doors will be opened 17. The following guidance has been provided by CLEAPPS for the use of practical lessons and returning to school after extended closure https://drive.google.com/file/d/1czsIWgJ75GOVbyHFMMFUY5AS5pY2uoUt/view?usp=sharing				
Curriculum requirements	Staff and pupils Transmission of Covid19	1. Subject Leads and departments review their curriculum offer for the autumn to ensure it: <ol style="list-style-type: none"> can be delivered out of specialist rooms for KS3 where necessary and as far as possible minimises the chances of close contact and restricts the sharing of equipment. 2. Where equipment has to be shared, provision is made for appropriate cleaning of equipment.	1. Completion of risk assessments by each Subject Lead using specialist rooms/equipt.	1. Subject Leads	1. 7/9/20	
Remote Learning	Educational progress	1. Pupils required to be at home will be provided with access to remote learning.				

COVID 19: RISK ASSESSMENT

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)