

## COVID-19 Risk Assessment: National Lockdown from 8<sup>th</sup> March 2021

Trust:	Lincoln Anglican Academy Trust (LAAT)	Academy:	Spalding Parish Church of England Day School
Date of Assessment:	30 <sup>th</sup> April 2021	Assessed By: (detail all involved)	Diane Mulley, Emily Hill, Sam Boccock, Kim Bird, Jane Williams, Grahame Cowdell
Date Authorised:	30 <sup>th</sup> April 2021	Authorised By: (detail all involved)	Diane Mulley
Date Communicated	4 <sup>th</sup> May 2021	How Communicated?	Via Email/CPOMs for staff to confirm read
Planned Review Date:	14 <sup>th</sup> May 2021	Date Reviewed:	Reviewed By: (detail all involved)

**Hazard:** Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. England entered a state of national lockdown from 5.1.21, which included the closure of schools. From 8<sup>th</sup> March 2021, schools are expected to return in full and a roadmap has been developed to ease the country of lockdown.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

<p><b>Who might be harmed:</b> Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories.</p>	<p><b>How might people be harmed</b> Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.</p>
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**Assessed Risk:** Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence					Hazard Severity					
				1	2	3	4	5	Negligible	Slight	Moderate	High	Very High	
without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium	Medium	Medium	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High	High	High	High	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	High	High	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High	High	High	High	High
with controls	Possible (3)	High (4)	Medium (12)											

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Daily Government statements and information updates are monitored by the Trust central team and details should be provided to school leaders to act upon.</li> <li>• Staff should be advised of any relevant information prior to returning to the school.</li> <li>• Staff should be informed of any relevant new information as soon as possible.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible.</li> <li>• Staff should be advised to be alert for anyone displaying the symptoms of COVID-19 (eg. fever, continuous cough or loss of sense of taste/smell).</li> <li>• 2 metre social distancing should be applied in all settings at all times whenever possible. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce the message. (Note: It is acknowledged that enforcing social distancing of 2 metres with younger (eg. Nursery and Key Stage 1) children could be impossible to fully achieve at all times.)</li> <li>• Where adequate social distancing cannot be maintained, staff should be issued with face masks should they wish to use them.</li> <li>• Measures should be put in place to ensure that messages are implemented.</li> <li>• Staff should be encouraged to take part in the LFD testing scheme (see separate guidance)</li> <li>• A positive result from an LFD test should be treated in the same way as a positive result from a PCR test (see guidance further down). For primary schools, a confirmation PCR test should be undertaken, but schools should not wait for the PCR result before taking action. Secondary school staff do not require a confirmatory PCR test and again a positive LFD test should be treated as per the guidance below.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Key information sent to all stakeholders with regular updates (at least weekly) re current Government guidance. <b>Messages reiterated to parents/carers following term break and relaxation of Government guidelines.</b></li> <li>• Use of isolation room/separate toilet for anyone displaying symptoms until parents/carers can be contacted. Staff advised to follow guidance if supporting during pupils during this time.</li> <li>• Signage/markings checked/refreshed, to include most recent Government information, throughout school reminding of expectations in relation to social distancing.</li> <li>• <b>Staff to wear face masks when moving through the building (where essential) and in communal areas (other than classrooms). This is imperative following the wider return of pupils despite move from lockdown.</b></li> <li>• Parents encouraged to wear face masks when accessing the school site (to drop pupils attending school).</li> <li>• Classrooms only to be accessed by bubble staff – no exceptions.</li> <li>• Social distancing guidance to be adhered to at all times by all staff.</li> <li>• All staff to remain vigilant to potential symptoms, responding promptly in line with risk assessment.</li> <li>• All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> <li>• SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> <li>• All staff have been encouraged to participate in LFD testing, with all those who have opted in having been issued with tests. Full instructions and video demonstrations shared. Staff are testing twice weekly, typically on a Sunday and Wednesday, excepting a few whose working patterns don't align with this. All tests taken are recorded on a central record accessible by the SLT.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules.</li> <li>• The continuation of maintenance and testing should be ensured for key items and systems including:               <ul style="list-style-type: none"> <li>• Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan.</li> <li>• Gas and heating systems including supplies to kitchens, laboratories and classrooms.</li> <li>• Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers.</li> <li>• Kitchen/catering equipment.</li> <li>• Security systems including the intruder alarm, access control system and CCTV.</li> <li>• Ventilation systems for general use (eg air conditioning) and for special use (e.g. fume extraction systems).</li> <li>• Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued.</li> </ul> </li> <li>• It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Site Manager checking maintenance up to date and scheduling in any checks due, in line with current policy and reports to HT.</li> <li>• Site Manager scheduling works, in line with current policy.</li> <li>• Parago is kept up to date regarding internal/external checks.</li> <li>• COVID guidance in place shared with visitors/contractors prior to accessing school building so clear re expectations.</li> <li>• All contractors/visitors to site to complete visitor declaration prior to access.</li> <li>• <b>LFD testing encouraged prior to visits where relevant.</b></li> <li>• All contactors/visitors to site must adhere to current social distancing guidance in place and wear face mask whilst on school site.</li> <li>• Where possible visits to be site to be undertaken outside of the school day.</li> <li>• All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Transmission of COVID-19 by ventilation systems</b>	High	<ul style="list-style-type: none"> <li>Ventilation systems should be set to "Full Fresh Air".</li> <li>Windows should be opened and used to create natural ventilation where safe to do so (ie where doing so does not compromise security).</li> <li>Clinically vulnerable and clinically extremely vulnerable pupils should be identified.</li> <li>Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>Care plans for clinically vulnerable pupils to be created/updated. The pupil should only attend school if they can do so safely and in accordance with their Care Plan.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Windows <b>in all rooms open</b> (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>Internal doors open to assist with creating a throughput of air.</li> <li>If necessary open external doors may also be used (as long as they are not fire doors and where safe to do so).</li> <li>Risk assessments undertaken/reviewed for clinically vulnerable pupils with care plans in place where relevant should it be deemed safe for pupils to attend school.</li> <li>Site Manager to continue to monitor provisions/purchase additional PPE as required.</li> </ul>
<b>Vulnerable &amp; extremely vulnerable pupils may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable pupils should be identified.</li> <li>Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>Care plans for clinically vulnerable pupils to be created/updated. The pupil should only attend school if they can do so safely and in accordance with their Care Plan.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Risk assessments undertaken/reviewed for clinically vulnerable pupils with care plans in place where relevant should it be deemed safe for pupils to attend school.</li> <li>Site Manager to continue to monitor provisions /purchase additional PPE as required.</li> </ul>
<b>Vulnerable &amp; extremely vulnerable staff may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable members of staff should be identified.</li> <li>Clinically extremely vulnerable members of staff should not attend school.</li> <li>Clinically vulnerable staff should be supported to work from home where possible. Where it is not possible for them to work from home, a risk assessment should be carried out and acted upon before they commence work.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable currently home working in line with updated guidance.</li> <li>Clinically vulnerable moved to home working where possible.</li> <li>Where home working not possible, risk assessments undertaken/reviewed with action plans in place/updated where relevant for clinically vulnerable and discussed with staff.</li> <li>All staff ensure they adhere to guidance in place, specifically re social distancing and remaining within own bubble.</li> <li><b>Staff to wear face masks when moving through the building (where essential) and in communal areas (other than classrooms). This is imperative following the wider return of pupils despite move from lockdown.</b></li> <li>Site Manager to continue to monitor provisions /purchase additional PPE as required.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>School Workforce – Staff who may be at increased risk from COVID 19</b>	High	<ul style="list-style-type: none"> <li>• Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns should be discussed and the measures that are being put in place to reduce the risk should be explained.</li> <li>• A personal risk assessment should be undertaken with these members of staff</li> <li>• Where additional measures are requested, these should be accommodated where appropriate/possible.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Risk assessments have been completed as appropriate for all staff who have identified themselves or a family member at increased risk.</li> </ul>
<b>Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed</b>	High	<ul style="list-style-type: none"> <li>• Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.</li> <li>• Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (eg.on arrival, before and after breaks and before leaving school).</li> <li>• Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided.</li> <li>• This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it.</li> <li>• This risk assessment should be published on the school website and parents/carers should be advised how they can access it.</li> <li>• Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>• All persons should be instructed to use alcohol-based hand sanitiser before entering a room. Signage to this effect should be provided.</li> <li>• Tissues should be provided for personal use in all rooms.</li> <li>• Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</li> <li>• Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Key information sent to all stakeholders with regular updates (at least weekly) re current Government guidance. <b>Messages reiterated to parents/carers following term break and relaxation of Government guidelines.</b></li> <li>• Signage/markings checked/refreshed, to include most recent Government information, throughout school reminding of expectations in relation to social distancing.</li> <li>• Hand washing/sanitising schedule in place across school and shared with staff. Site Team to monitor provisions and reorder as required.</li> <li>• Cleaning materials in all rooms, alongside soap, hand sanitiser and tissues, checked regularly by Site Team.</li> <li>• Risk assessment shared with staff via email/CPOMs with staff signing to acknowledge reading and with parents via website.</li> <li>• <b>Staff to wear face masks when moving through the building (where essential) and in communal areas (other than classrooms). This is imperative following the wider return of pupils despite move from lockdown.</b></li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> <li>• All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Staff or pupils attending the school and living with clinically vulnerable or extremely vulnerable people could introduce COVID-19 to their family home</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Pupils and members of staff living with clinically vulnerable and clinically extremely vulnerable people should be identified.</li> <li>• Pupils living with clinically extremely vulnerable people should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>• Members of staff living with clinically extremely vulnerable people should not attend school and should be supported to work from home where possible.</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Relevant staff/pupils moved to home working where possible.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be told not to attend school if they display symptoms of COVID-19. They should be told to stay at home, self-isolate in line with government guidance and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• Anyone developing symptoms whilst at school should be sent home. Should they need to wait to be collected, they should do so in a designated isolation room separate from other people. They should be told to stay at home, self-isolate in line with government guidance. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• The affected person should not return to school until they and their household is symptom free and the recommended isolation period is complete.</li> <li>• If the affected person is tested and the result of the test is positive for COVID-19: <ul style="list-style-type: none"> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance (eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> <li>• Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment</li> </ul> </li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Key information sent to all stakeholders with regular updates (at least weekly) re current Government guidance. <b>Messages reiterated to parents/carers following term break and relaxation of Government guidelines.</b></li> <li>• Staff to be vigilant re symptoms.</li> <li>• Use of isolation room/separate toilet for anyone displaying symptoms until parents/carers can be contacted. Staff advised to follow guidance if supporting during pupils during this time.</li> <li>• Additional cleaning of the isolation area when used and any other areas.</li> <li>• PHE contacted in relation to confirmed positive case or for advice.</li> <li>• SLT to monitor implementation/compliance throughout school with any concerns logged.</li> <li>• Clear system in place so any relevant staff members can be notified quickly should they need to self-isolate.</li> </ul>



Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>People living with staff or pupils display symptoms of COVID-19</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be told not to attend school if anyone they live with displays symptoms of COVID-19. They should be told to stay at home and self-isolate in line with government guidance and arrange to be tested if they develop symptoms. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• <b>The potentially affected person should not return to school until a 10-day self-isolation period has expired with all persons in the household free of symptoms.</b></li> <li>• If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19:</li> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance (eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Key information sent to all stakeholders with regular updates (at least weekly) re current Government guidance. <b>Messages reiterated to parents/carers following term break and relaxation of Government guidelines.</b></li> <li>• Use of isolation room/separate toilet for anyone displaying symptoms or in contact with positive case until parents/carers can be contacted. Staff advised to follow guidance if supporting during pupils during this time.</li> <li>• Additional cleaning of the isolation area when used and any other areas.</li> <li>• PHE contacted in relation to confirmed positive case or for advice.</li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• <b>Staff to wear face masks when moving through the building (where essential) and in communal areas (other than classrooms). This is imperative following the wider return of pupils despite move from lockdown.</b></li> <li>• SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> <li>• All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> </ul>



<p><b>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• All lettings and third party education provision (e.g. sports clubs) should be ceased.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school.</li> <li>• Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible.</li> <li>• Face coverings must be worn by all visitors in all areas.</li> <li>• Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way.</li> <li>• Cash payments should not be accepted</li> <li>• A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors.</li> <li>• Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books.</li> <li>• Pens intended for shared use in reception (e.g. with visitor books) should be removed.</li> <li>• Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: <ul style="list-style-type: none"> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance.</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> </ul> </li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Clear guidance in place including routines if visitor tests positive following a visit. Updated guidelines shared prior to engagement/visit if no alternative option (last resort).</li> <li>• Visitor declaration in place with clear criteria to be met for entry to school.</li> <li>• All contactors/visitors to site must adhere to current social distancing guidance in place and wear face mask whilst on school site.</li> <li>• Where possible visits to be site to be undertaken outside of the school day.</li> <li style="background-color: yellow;">• LFD testing encouraged prior to visits where relevant.</li> <li>• Key information/expectations sent to all stakeholders with weekly updates re current Gov. guidance continuing.</li> <li>• Signage/markings checked/refreshed, to include most recent Government information, throughout school reminding of expectations including Hands – Face – Space with staff/visitors clear about hand sanitising, wearing a face mask and social distancing.</li> <li>• PHE contacted in relation to confirmed positive case or for advice.</li> </ul>
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Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
		<ul style="list-style-type: none"> <li>The school should contact Public Health England and follow any guidance given.</li> </ul>		
<b>Infection with COVID-19 whilst travelling to school on public transport</b>	High	<ul style="list-style-type: none"> <li>Shared school transport (eg buses and shared taxis) should only be used if absolutely necessary to reduce interaction between pupils</li> <li>Pupils should be told to wear face coverings/masks when using shared transport/taxis.</li> <li>Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Admin staff continuing to monitor arrangements for pupils.</li> <li>For children who arrive via taxi, hand sanitizer located in the Front Entrance to be used before entering the building.</li> <li>Where possible all employees should travel to work alone using their own transport.</li> <li>Employees should avoid public transport. Where public transport is the only option for employees, consider changing and staggering working to reduce congestion on the local network.</li> </ul>
<b>Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival</b>	High	<ul style="list-style-type: none"> <li>Staggered arrival and departure times should be scheduled to reduce the size of any congregating groups.</li> <li>Separate arrival and departure routes should be provided to avoid persons from passing each other whilst approaching/leaving the school.</li> <li>Direct external access to each classroom should be used wherever possible.</li> <li>A queue system with line markings at 2 metre intervals should be considered at pupil collection points.</li> <li>Parents/carers should be asked to wear masks whenever they are on the school site.</li> <li>Parents/carers should be told to maintain 2 metre separation from each other whilst waiting. Signage to this effect should be provided, and staff should be told to monitor for any non-compliance and provide appropriate advice if required.</li> <li>Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Restricted entry to school site to avoid contact with masks worn on school site and clear system for entry/exit.</li> <li>Signage/markings checked/refreshed, to include most recent Government information, throughout school reminding of expectations in relation to social distancing.</li> <li>SLT on gate duty each day to support and ensure guidance is followed.</li> <li>All teachers to wear face masks/ coverings at the start and end of the day when children enter and exit the site.</li> <li><b>Staff to wear face masks when moving through the building (where essential) and in communal areas (other than classrooms). This is imperative following the wider return of pupils despite move from lockdown.</b></li> <li>Parents to wear face masks if accessing the school site (to drop pupils attending school).</li> <li>All children to hand sanitise on way into classroom, removing pinch points at toilets at beginning of day.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Spread of COVID-19 within classrooms</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Class sizes should be limited to no more than 15 pupils, with no more than one teacher and one teaching assistant if required (plus additional support for EHCPs).</li> <li>• Unnecessary items/furniture should be removed to create additional usable space.</li> <li>• Teachers' desks to be spaced at least two metres from pupils.</li> <li>• Pupils' desks to be spaced as far apart as possible, ideally at least two metres apart. It is acknowledged that this may not be feasible for younger children.</li> <li>• If two metre desk-spacing is not possible due to the size of the classroom, the use of additional classrooms should be considered with the class sizes further reduced.</li> <li>• Consistent cohorts (also known as "social bubbles") to be maintained by keeping the teachers/pupils the same every day, and by not mixing with other groups.</li> <li>• Groups should use the same classroom/area every day.</li> <li>• Pupils should be seated at the same desk every day and use the same set of equipment (eg laptops, books, pens, pencils, etc.).</li> <li>• Soft furnishings, soft toys and toys that are difficult to clean should be removed.</li> <li>• Toys should not be shared, and should be thoroughly cleaned before and after use.</li> <li>• The classroom should be thoroughly cleaned before and after use.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when the class are using the playground and/or dining room).</li> <li>• It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Classroom layouts adapted and in place. Additional furniture removed and stored.</li> <li>• Bubbles organised and in place with staff fully aware of plans/organisation. Seating plans updated weekly alongside any staffing updates.</li> <li>• Adults should avoid close face to face contact with pupils by working at the sides of pupils and minimise time spent within 1 metre of anyone.</li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• Work should be planned and taught in ways that minimise the need for teachers to have close contact with pupils.</li> <li>• Ensure all staff and children are encouraged not to touch their faces and use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> <li>• Each day, once planning, assessment and resourcing is sorted for the following day/week, all staff are encouraged to leave the site as soon as possible to reduce the temptation to gather.</li> <li>• Children and staff do not access any other bubbles at any point in the day other than those identified.</li> <li>• Individual drink bottles kept on table not in one storage tray together.</li> <li>• Surfaces within the classroom kept as clear as possible and cleaned at the end of each activity (this may vary in quantity each day) by cleaning staff, MDAs and bubbles adults.</li> <li>• When marking pupil books teacher to wash/ sanitize before starting, then not touch their face during marking, then wash/ sanitize hands again when task is complete.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in cloakrooms/coat lobbies etc.</b>	High	<ul style="list-style-type: none"> <li>• Only one person should be allowed in the cloakroom at any one time. Supervision should be provided from at least 2 metres distance if required.</li> <li>• Pupils should hang their coats on the same peg every day.</li> <li>• Pupils should be told to store any bags, etc. under their desk to reduce the need to visit the cloakroom.</li> <li>• The cloakroom should be thoroughly cleaned at the end of each day.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times).</li> <li>• It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Social distancing in place at key points in the day with clear stagger in place for cloakroom use.</li> <li>• Access to lockers staggered by classes so only accessing one class at time. Phase Leads to organise.</li> <li>• Signage/markings checked/refreshed, to include most recent Government information, throughout school reminding of expectations in relation to social distancing.</li> <li>• Enhanced cleaning schedule in place and shared with site team/cleaning staff.</li> <li>• Site Team monitoring cleaning schedule and cleanliness of all areas of school, reviewing where necessary.</li> </ul>
<b>Spread of COVID-19 in toilets</b>	High	<ul style="list-style-type: none"> <li>• Only one person should use a toilet facility at a time.</li> <li>• Hand sanitiser gel should be used before accessing toilet facilities.</li> <li>• Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet.</li> <li>• Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Enhanced cleaning schedule in place and shared with site team/cleaning staff.</li> <li>• Bubble specific toilets for children to ensure limited contamination (EYFS, Y1, Y2, Y3/4 &amp; Y5/6).</li> <li>• Toilets to be allocated to Year Groups/Classes (where feasible).</li> <li>• All staff toilets stocked with additional cleaning equipment so that handles, flushers, seat, dispensers etc can be wiped by each member of staff after use.</li> </ul>
<b>Spread of COVID-19 in playgrounds</b>	High	<ul style="list-style-type: none"> <li>• Use of the playground should be staggered so that only one group is present at any one time. Where this is not possible, groups should remain at least 2 metres apart from each other.</li> <li>• Support staff (e.g. lunchtime supervisors) should stay within their allocated bubble.</li> <li>• Shared outdoor play equipment (eg climbing frames) should not be used.</li> <li>• Any items provided for individual use (eg hoops or balls) should be cleaned before and after use.</li> <li>• Alcohol based hand sanitiser gel should be used before re-entering the school. This should be provided at all points of entry.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Plan in place for cleaning small equipment.</li> <li>• Large equipment not currently in use.</li> <li>• Playground marking support bubbles at break/lunch times.</li> <li>• All bubbles have their own allocated lunchtime supervisor and space.</li> <li>• Clear system in place for pupils to line up socially distanced from other bubbles/class groups.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Spread of COVID-19 on circulation routes</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Use of the corridors by large groups of people should be avoided where possible (eg by following an external route).</li> <li>• Class break/lunch times should be staggered to prevent two groups from needing to use the same corridor at the same time.</li> <li>• A one-way system should be adopted, with clear signage provided, to reduce contact in corridors and on stairwells.</li> <li>• Mandatory use of face coverings should be considered for staff and visitors in indoor areas outside classrooms where social distancing cannot be easily maintained, such as corridors, staff rooms and communal areas.</li> <li>• A small stock of face coverings should be provided in case they are needed.</li> <li>• Pupils and staff should be given instructions in the safe application, use, removal and disposal of face coverings.</li> <li>• Staff and pupils using corridors should maintain 2 metre separation where possible.</li> <li>• Staff and pupils using corridors should maintain 2 metre separation where possible.</li> <li>• Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be installed.</li> <li>• Areas of the school that are not needed to be used/redundant rooms should be cordoned off, though without impeding evacuation routes.</li> <li>• Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, handrails and elevators.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times).</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Restricted travel around school – pupils not moving around building. Walk on the left-hand side of the corridor and ensure back to back when crossing paths to limit opportunities for potential spread. Access the classroom directly from the playground where possible.</li> <li>• Staggered timetables in place to reduce pinch points.</li> <li>• Signage used to clearly identify areas not accessible to all.</li> <li>• Cleaning schedule in place to include corridors.</li> <li>• Site Team monitoring cleaning schedule and cleanliness of all areas of school, reviewing where necessary.</li> <li>• All adults to wear facemasks everywhere within school building (with exception of own classroom) and to maintain 2m distance from other staff as far as possible (turn back and step to side if not possible). This is imperative following the wider return of pupils despite move from lockdown.</li> <li>• SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> <li>• All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> <li>• Site Manager to ensure there is a supply of face coverings in school should these be needed.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in the dining room / assembly hall</b>	High	<ul style="list-style-type: none"> <li>• Assemblies should be ceased.</li> <li>• Lunch times should be staggered to reduce the number of people using the dining room at any one time.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry.</li> <li>• Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups.</li> <li>• Tables and chairs should be thoroughly cleaned when set up and when taken down for storage.</li> <li>• Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• All bubbles to continue to eat within classrooms at this point in time with exception of FS2 due to organisation within setting.</li> </ul>
<b>Spread of COVID-19 in the school kitchen</b>	High	<ul style="list-style-type: none"> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the kitchen.</li> <li>• All required personal protective equipment that is required in accordance with food hygiene precautions should continue to be used.</li> <li>• Additional personal protective equipment should be provided to ensure that all kitchen staff are wearing masks, gloves and aprons/protective uniforms at all times.</li> <li>• Personal protective equipment to be disposed of in a bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day.</li> <li>• Staff to wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment.</li> <li>• Any reusable uniforms, etc. to be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Clear plan in place to ensure all guidelines followed and shared with relevant staff - updated regularly to reflect current guidance.</li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• SBM, as line manager, to ensure kitchen staff aware of and adhering to guidance.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in the staff room</b>	High	<ul style="list-style-type: none"> <li>• Class break and lunch times should be staggered to reduce the numbers of staff using the staff room at any one time.</li> <li>• Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible.</li> <li>• Seating should be spaced 2 metres apart and not directly facing other seating.</li> <li>• Shared use of cups, mugs, plates, etc. should be ceased.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class.</li> <li>• The staff room should be thoroughly cleaned at the end of the working day.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when all classes are in session).</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Additional staff rooms in place for each Phase reducing the number of staff using each room.</li> <li>• Staff room limited to allocated staff only, all spaced at at least 2m.</li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• Allocated seating within staff rooms.</li> <li>• Staff to bring own mug/cutlery etc to reduce sharing resources.</li> <li>• Cleaning kit available next to all appliances to be used by staff after they have used that piece of equipment.</li> <li>• Wash/ sanitise hands before entering staff room.</li> <li>• Clean tea/ coffee/ sugar jars, water dispenser and fridge door handle after use.</li> <li>• SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> </ul>
<b>Spread of COVID-19 in offices</b>	High	<ul style="list-style-type: none"> <li>• All staff that are able to do so, should be allowed and facilitated to work from home.</li> <li>• Where staff cannot work from home, workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area.</li> <li>• The office should be thoroughly cleaned at the end of the working day.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Ensure protective screening for staff in reception stays closed.</li> <li>• Glass screen to remain closed at all times except when items need ‘exchanging’ between parents/staff and school.</li> <li>• Access to Main Office limited to essential staff only to limit opportunities for contamination. No more than 3 people in the office at any one time. Classroom based staff to use email/walkie talkies to communicate with the office.</li> <li>• All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>• Attendance/Admissions Officer to undertake role from own office as far as possible during current lockdown.</li> <li>• Email/internal line or walkie talkies to be used for communication.</li> <li>• Cleaning materials in all rooms, alongside soap, hand sanitiser and tissues, checked regularly by Site Team.</li> <li>• Additional cleaning of room.</li> </ul>



Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19.</li> <li>• Face coverings must be worn by all visitors to the school premises.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> <li>• The room should be thoroughly cleaned when the meeting has concluded and before being used again.</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• All meetings with parents/carers to be held via Teams, Zoom or telephone at current time.</li> <li>• All staff meetings/training will also be held via Teams.</li> <li>• Face to face meetings only held with staff if 2m distancing can be adhered to, however face coverings should be worn.</li> <li>• Additional cleaning of spaces should additional meetings be held.</li> <li>• <b>LFD testing encouraged prior to visits where relevant.</b></li> </ul>
<p><b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19.</li> <li>• Face coverings must be worn by all attending meetings.</li> <li>• Use of shared vehicles/pool cars should be avoided.</li> <li>• The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house.</li> <li>• Handshakes should be avoided when greeting.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• All meetings with parents/carers to be held via Teams, Zoom or telephone at current time.</li> <li>• In exceptional circumstances if a face to face meeting is needed staff will ensure they remain at least 2m from each other and masks will be worn. Meetings to be held outdoors where possible.</li> <li>• <b>LFD testing encouraged prior to visits where relevant.</b></li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 as a result of persons moving between different areas of the school</b>	High	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>All persons should be instructed to use alcohol-based hand sanitiser before entering a room. Signage to this effect should be provided.</li> </ul>	Low	<ul style="list-style-type: none"> <li>All adults to wear facemasks everywhere within school building (with exception of own classroom).</li> <li>All staff to ensure that they are following guidance in place, specifically in relation to social distancing and face masks at all times to ensure the safety of all.</li> <li>Staff allocated to one bubble (may need to be reviewed in case of absence). Staff to not enter any other bubble other than the one to which they belong.</li> <li>SLT/Phase Leaders/Site Manager to undertake weekly spot checks within Phases/areas of responsibility re implementation of risk assessment with concerns logged.</li> <li>All staff responsible for reporting breaches of guidance, e.g. not adhering to social distancing, allowing unauthorised visitors into school, not following risk assessment.</li> </ul>
<b>Infection with COVID-19 while dealing with a first aid incident or the administration of medicines</b>	High	<ul style="list-style-type: none"> <li>First aiders should be provided with adequate personal protective equipment including disposable face masks, visors, gloves and aprons. They should be told to wear these at all times when treating an injured person, and to dispose of them in a bin when finished then wash their hands thoroughly for at least 20 seconds.</li> <li>Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>PPE to be worn when undertaking first aid that may involve close contact.</li> </ul>
<b>Inadequate measures in place to deal with a fire or emergency</b>	High	<ul style="list-style-type: none"> <li>The Fire Risk Assessment should be reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected.</li> <li>Fire and emergency evacuation procedures should be reviewed and communicated. These should be practised at the earliest opportunity.</li> <li>Personal Emergency Evacuation Plans should be updated and implemented.</li> <li>Lockdown procedures should be reviewed and any required changes should be implemented and communicated to staff/pupils as required.</li> <li>A designated isolation room should be created to be used should persons display symptoms of COVID-19.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Fire risk assessment and procedures reviewed and revised by SBM/Site Manager, due to reduced numbers of pupils/staff, possible absence of fire marshals and social distancing rules during evacuation and at muster points.</li> <li>Fire drill held asap so staff and pupils aware of new evacuation procedures.</li> <li>Lockdown procedures reviewed with any changes communicated.</li> <li>Use of isolation room/separate toilet for anyone displaying symptoms until parents/carers can be contacted. Staff advised to follow guidance if supporting during pupils during this time.</li> </ul>


Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Staff suffer from mental health problems</b>	High	<ul style="list-style-type: none"> <li>Supervisors should maintain regular contact with their staff, whether they are working at home or at the school.</li> <li>Workloads should be managed to avoid overloading staff.</li> <li>Staff should be encouraged to raise any concerns with their supervisor.</li> <li>Staff should be encouraged to access the APL well-being service</li> </ul>	Low	<ul style="list-style-type: none"> <li>Weekly bulletin for staff to replace briefings.</li> <li>Consistent approach to be used to monitor wellbeing.</li> <li>Training planned/undertaken with updates shared as required.</li> <li>Wellbeing continues to be high profile.</li> <li>Mechanism in place for staff to raise concern about others via leadership team.</li> <li>Use of Teams to offer support where appropriate.</li> </ul>
<b>Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises</b>	High	<ul style="list-style-type: none"> <li>Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times.</li> <li>If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. Advice from the Trust should be sought where appropriate.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Staffing levels currently sufficiently adequate to meet requirements.</li> <li>Should this change advice will be sought from the Trust asap.</li> </ul>
<b>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</b>	High	<ul style="list-style-type: none"> <li>Sufficient stock of personal protective equipment should be sourced and stored for use.</li> <li>Staff should be provided with training in the use and disposal of personal protective equipment.</li> <li>It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> <li>Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (eg doors, handrails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.).</li> <li>Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (eg tissues from a person displaying symptoms of COVID-19).</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Site Manager to continue to monitor provisions /purchase additional PPE as required. PPE training video redistributed as required.</li> <li>Site Manager checking maintenance up to date and scheduling in any checks due, in line with current policy.</li> <li>Enhanced cleaning schedule in place and shared with site team/cleaning staff. Site Team/SBM monitoring cleaning schedule, reviewing where necessary.</li> <li>Additional bins in place, staff to speak to Site Team should further bins be required. Rubbish disposed of in line with current guidance.</li> </ul>

## Distribution of Staff Testing Kits – COVID19 - Risk Assessment

School Name: Spalding Parish Church of England Day School		Decide who may be harmed (insert ✓):					
		Student		Contractors		Visitors	
Department: Admin/SLT		Staff	✓	Vulnerable People		Volunteers	
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)			✓	Actions / Comments	Residual Risk Rating H/M/L
Contact between staff when collecting tests, increasing risk of transmission of COVID19	H	Full school COVID19 risk assessment in place. All staff encouraged to wear face masks in communal areas. Staff to wear gloves and masks while distributing test kits. Staff collecting test kits to wear mask, use sanitiser and their own pen to sign for receipt of kits. Hands, Face, Space to be followed at all times. Hand sanitiser available at collection point. Collection times staggered and communicated to staff to minimise casual contacts. 2m social distancing to be adhered to at all times. Collection desk area to be cleaned regularly, including regular wipe down of high touch areas. Collection point to be free of clutter.			✓	Kits to be distributed from the main office with staff member collecting in reception area (where staff sign in).  Only 1 person to be in area collecting reception area to collect kit at any one time.	L
Contact between distribution team and staff collecting test results, increasing risk of transmission of COVID19	H	Collection of test results to be undertaken electronically via Microsoft Forms or failing that via email or telephone. All staff to report all test results to both NHS and school when tests undertaken.			✓	Staff in receipt of positive LFD test result should not attend school. Staff in receipt of positive test result need to book and undertake PCR test asap.	L
Secure storage of testing kits while on school site	M	Testing kits to be stored securely in locked cupboard with only SLT/Admin staff with access to key. Testing kits will be collected by staff as they leave the site at the end of the school day ensuring no testing kits are left on the school site unattended.			✓	Staff to leave site as soon as tests have been collected.	L

Impact to service if member of distribution team is not in school	M	All of Admin team and HT/DHT aware of process for distributing tests and recording results to ensure no loss of service.	✓		L
Incident whilst administering the home test	M	Provide staff with information about testing, guidance and information around correct method of testing. Provide staff with guidance on how to report an incident and who to report this to following guidance.	✓	Key documentation to be added to CPOMs so easily accessible at all times.	L
Use of test for other purposes/ other than for those intended to use	M	Ensure recording and updating of test results is maintained timely and accurately. Communicating the sole purpose of the LFD is for staff members only. Consider appropriate and proportionate disciplinary action if tests are found to misused.	✓	HT/DHT/SBM to follow up missing test results. All staff responsible for reporting known misuse.	L

**Risk Rating Guidance:** H= High M= Medium L= Low - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.					
<b>Date of Assessment:</b>	18/03/21	<b>Carried out by:</b>	Diane Mulley	<b>Signature:</b>	
<b>Date of next review:</b>	01/04/21	<b>Carried out by:</b>		<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>	<ul style="list-style-type: none"> <li>• Full Site COVID Risk Assessment</li> <li>• Hands, Face, Space guidance</li> <li>• Social Distancing Guidance</li> <li>• NHS Guidance for Primary Schools</li> <li>• NHS Step by Step Guide</li> </ul>				