



Health and Safety Risk Assessment – Re-opening (COVID-19)

Academy	Prospect School, Reading		Assessment No.	Version 5 – for full re-opening September 2020	
Site	Cockney Hill	Location			
Subject of Assessment	Full re-opening of school to all students and staff September 2020				
Assessed by	MMY/CAB/MPR/JAS	Date	11 th September 2020	Review date	Continuous
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected <i>(Who may be harmed)</i>		
			Students, Employees, Contractors and Visitors.		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions/ Staff Responsible
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; Parents/students issued specific school protocols for school attendance; Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; these will be regularly reviewed and added for any new students in these groups. Role of Family Liaison Officer to be community based from September 2020. Staff are briefed and consulted on school procedures and 	Medium	<p>Done - letter sent 17th July 2020 (DJL)</p> <p>Home School Agreement is the updated behaviour policy and shared with all parents/staff 17th July 2020 (MPR)</p> <p>Final reopening plan sent 17th July 2020 (DJL/MMY)</p> <p>Updated plan sent 27th August 2020</p> <p>Regular updates will be sent to parents as needed</p> <p>All relevant risk assessments now in place. (JBI/MPR)</p> <p>Risk Assessment to be shared with staff/governors by end</p>

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions/ Staff Responsible
	<p>the plans for re-entry of students;</p> <ul style="list-style-type: none"> • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 		<p>of August (MMY) Staff orientation before open to students – plan shared with staff 16th July 2020.</p> <p>Full re-orientation on INSET Days 3rd/4th September 2020 (DJL/MMY/CAB/MPR)</p> <p>Shared and agreed by with (CAB/LMA)</p> <p>Mental Health Team available on rota (LMC/HBA/CCR) Support for students provided through students services</p>

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions/ Staff Responsible
	<ul style="list-style-type: none"> • • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes, Year group bubbles, staggered use of canteen), have taken place, including discussing whether additional training would be helpful. 		<p>(MPR/HOH/JCL)</p> <p>From 3rd September all staff back in school.</p> <p>'Every' reporting software to be used – reminder to be sent to staff (CAB)</p> <p>Reopening plan shared with staff 16th July 2020 (DJL/MMY)</p> <p>Risk assessment shared with staff 3rd September 2020 (MMY)</p> <p>Daily/Weekly updates to all staff (MMY/DJL)</p> <p>Union meeting (NEU/NASUWT) 15th July 2020. Union rep present for all site walks (August)</p> <p>Guidance issued to HODs for risk assessments to be</p>

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		<ul style="list-style-type: none"> Additional support/guidance for BAME employees is considered and is integrated through the risk assessment: https://theforum.co.uk/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf 		<p>completed by 3rd September (MMY/SMC)</p> <p>individual Risk Assessments for staff who are (extremely) clinically vulnerable/in need of adjustments completed by 25th August (MMY) shared with CAB and GED where timetabling changes required.</p>
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Entry to the school:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each year group have been identified, this information has been cascaded to parents. Students who are dropped off can do this in the usual way but drivers MUST NOT drive on to site or leave the vehicle; Students must enter via the designated entrances to the site. Students are required to complete hand washing/sanitising on entry to the school; Entrance doors are held open, reducing the number of occupants touching the doors; 	Low	<p>5 separate entrances = 2 at Honey End + 3 at Cockney Hill (MMY/MPR).</p> <p>Supervised by SLT/ELT. Latecomers will not be admitted. No parental cars allowed on site. New cycle racks to be installed at front of school (Cockney Hill) Front reception in</p>

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	<ul style="list-style-type: none"> • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed. • Accurate registers MUST be taken at 8.30am every day and at the start of every lesson so all students can be accounted for at all times. 		<p>place. All staff to sign in and out electronically every day.</p> <p>Where possible doors can be held open but not fire doors.</p> <p>The student will go straight to their classroom and stay within their designated block while on site. Staff need to ensure comply with hand washing protocols. Every classroom has a hand sanitiser, tissues and a bin with a lid. Clear signage is in place to ensure it is clear.(All other bins removed) (CAB/JAS)</p> <p>Hand sanitisers at all entry points and with easy access so to maintain social distancing.</p> <p>Floor markings in place to ensure distancing in</p>

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				corridors (CAB/JAS)
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Exit from school:</p> <ul style="list-style-type: none"> Exit collection points for each year group have been identified, this information has been cascaded to parents. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Students must leave via the designated exit from the building; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash hands as they leave the school building; Hand-wash stations are located at the exits from the school (classroom or other); Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas 	Low	Same as (2) above
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. Behaviour of students 	<p>Classroom use / activities</p> <ul style="list-style-type: none"> Classrooms have been organised to ensure all student 	Medium	Blocks for each year

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	<p>desks/chairs are facing forward at all times; in rooms that this is not possible (due to fixed desks), use/class size has been restricted.</p> <ul style="list-style-type: none"> • Two metre exclusion area at the front of every classroom for the teacher clearly identified by markings on the floor • Maximum number signs to be in place on every room. <ul style="list-style-type: none"> • Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area; • Registers must be taken at the start of every lesson <ul style="list-style-type: none"> • Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; <ul style="list-style-type: none"> • Students have allocated desks which they will use within the classroom; 		<p>group to be used have been identified (GED)</p> <p>All rooms to be used have been deep cleaned, then sealed ready for use. (JAS)</p> <p>Teachers as per normal timetable</p> <p>See 'Relentless Routines' doc and training first day back (MPR)</p> <p>All teachers to have seating plans completed in Class Charts by 18th September (MPR to monitor)</p> <p>Equipment list sent</p>

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	<ul style="list-style-type: none"> All students to provide own equipment; this cannot be loaned to students or shared between students. Exercise books to remain at school; homework tasks to be completed via Teams. Students and staff use hand sanitiser on entry to the classroom; 		<p>home 17th July/27th August 2020 (MMY). HOHs to follow up students without equipment (September).</p> <p>All windows (& blinds) in the rooms have been checked to ensure they can be opened safely (JAS)</p> <p>Site team to ventilate rooms before the start of school (JAS)</p> <p>Staff to be reminded to keep rooms ventilated/windows open at all times.</p> <p>All touchable surfaces on route into school and classroom to be cleaned regularly – 2 times per day.</p>

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	<ul style="list-style-type: none"> • The normal timetable will be followed to ensure all students get their full curriculum cover; however, some practical/specialist rooms will be out of use initially (this will be reviewed) to maintain year group bubbles • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • All classrooms to be provided with a cleaning basket (wipes or cleaning spray/clothes, hand sanitiser, gloves) for cleaning in between lessons. 		<p>Additional day time cleaners planned (CAB/JAS)</p> <p>Plan to reopen specialist rooms to some year groups in progress (GED/MMY)</p> <p>Home School Agreement sent home 17th July 27th August 2020 (MMY/MPR) Parents invited to</p>

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		<p>Behaviour of students</p> <ul style="list-style-type: none"> All students have been issued with Home-School Agreement which outlines expectations of behaviour; this is in addition to existing behaviour policy. Staggered start to term so all students can be reoriented and are made very clear about behaviour expectations and consequences for those that do not follow guidelines. Students who are unable to follow expectations will be removed from lesson/corridor and will be required to work at home until behaviour is modified/additional risk assessment has been completed with parents/carers All students will be required to wear a lanyard identifying name/year/house to ensure that they are always within the right year group bubble at all times. Students without their lanyard will not be allowed on to site. All staff/students to wear masks in corridors. Optional in classrooms. Staff provided with visors if they wish to give individual feedback. Students encouraged to wear reusable, washable masks. Sanitary bins provided for disposal of single use masks. 		<p>Zoom sessions to go through new expectations</p> <p>Provision of remote delivery of curriculum in place to facilitate this (MMY/SMC)</p>
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Dining</p> <ul style="list-style-type: none"> Each year group will have designated time to use canteen (break slightly extended to accommodate this) 10 minute changeover between each year group to 	Medium	<p>Innovate are happy with the proposal. All their staff are having additional training</p>

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		<p>facilitate cleaning</p> <ul style="list-style-type: none"> Tables/chairs are fixed facing each other – one side of each to be taped off so all students face the same way <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible; Each Year group is contained within a separate block 		<p>before term starts 14th July (CAB) to ensure new arrangements are put into place.</p> <p>Parents informed that students will have access to canteen only ONCE a day (17th July/27th August 2020) (MMY)</p> <p>Innovate to ensure cleaning protocols are in place inbetween year groups (CAB)</p> <p>HOHs to allocate staff from duty roster to canteen/staff who would have been teaching each year group (MPR)</p> <p>Additional barriers for both internal and external use are now on site waiting for final rooming plan</p>

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		<ul style="list-style-type: none"> Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air; Doors kept open wherever possible to facilitate ventilation. Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Additional furniture, coats, bags are not permitted in the school corridor; Corridors are sterile environments and kept as clear as possible; Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; Corridor floors are demarcated to show direction and safe distance signage; Times are allocated for each class to reduce the need to pass one another in open spaces. Also for teachers to move between blocks. 5 minute changeover already in place in school day. Masks to be worn by students/staff in corridors <p>Breaktime / playgrounds</p> <ul style="list-style-type: none"> Each year group designated separate playground (so breaktimes do not need to be staggered – aside from slight change for canteen) Students must have lanyards visible so staff can ensure they are in the correct playground area. 		<p>Timetable of corridor supervision/lesson changeover to be put in place from staff who are not 'moving' (GED)</p> <p>HOHs to allocate duties at start of term/overseen by SLT (MPR)</p>
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; 	Low	All students to use hand sanitisers on entry to site and

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		<ul style="list-style-type: none"> ➤ After using the toilet; ➤ On entry/exit to the dining hall; ➤ Before and after eating; ➤ On entry and exit from each classroom. <ul style="list-style-type: none"> • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and sinks have single use paper towel for drying hands. 		<p>classrooms, hand sanitisers to be provided (CAB)</p> <p>Site/Cleaners to check supply regularly (JAS)</p> <p>Staff Briefing (DJL/MMY/CAB/MPR)</p> <p>Needs to be checked that in all toilets in use (JAS)</p>
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment. 	Low	<p>Classrooms are being deep cleaned. Additional cleaners to be recruited (CAB/JAS)</p> <p>Need to identify how many day cleaners we need and recruit any additional ones required (CAB/JAS) -</p>

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	<ul style="list-style-type: none"> • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • All unnecessary resources in classrooms to be removed – MMY has emailed all staff. Skips on site and site team available – deadline of Friday 4th September. • Multi Function Devices – staff to clean before and after use. To limit use where possible • Students will not be allowed to use MFD for any reason. • Classrooms will be cleaned after school; • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; <ul style="list-style-type: none"> • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		<p>ongoing</p> <p>Site team to action and identify storage areas (JAS)</p> <p>Each student uses their own school provided equipment to limit cleaning requirement. CAB</p> <p>Reporting Plan in place (MMY)</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions/ Staff Responsible
				All subjects who may use shared equipment have updated their risk assessments and put appropriate plans in place by the start of term (MMY)
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; (MMY/CAB) • Staff are encouraged to bring a packed lunch and use the larger communal areas/outside, keeping a suitable distance from other occupants; 	Low	<p>Reception has protective screen (JAS).</p> <p>Reduction in use of communal rooms (eg staffroom) but social distancing to be strictly adhered to. Numbers to be limited in each room.</p> <p>Workspaces to be identified for staff who have been displaced from their classrooms (MMY) numbers to be limited in room/identified on the door</p>

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		<ul style="list-style-type: none"> • Employees will be provided with and wear PPE when required in accordance with government guidance. • All staff required to sign in and out using Invenry system every day to ensure we know exactly who is on site at any time • All non-teaching roles to be assessed for potential of WFH (MMY) • Robust procedure in place for notification of staff absence/isolation/quarantining (MMY) Process for identifying suspected cases of COVID in place. 		<p>We have ordered some PPE supplies but not being provided as a general rule following govt guidelines</p> <p>Staff are briefed on Invenry system at start of term (3rd/4th September) (MMY)</p>
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students; • The school has a specific room dedicated for suspected cases of COVID-19; 	Low	<p>C 15 has been chosen. First Aid Risk Assessment to be completed (BRA) Needs to be updated for September SEN informed (CAB)</p> <p>C15 (As outside door)</p>

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	<ul style="list-style-type: none"> • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). 		<p>Full PPE to be available – gloves, masks and aprons on order, HRI has provided visors</p> <p>Review of first aid supplies by First Aiders – BRA/JCL</p> <p>Need to have appropriate bins available for disposing of PPE – site team to arrange (JAS)</p> <p>First Aid room (old C15)</p> <p>Day time cleaners need to be available to clean if necessary</p>

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		<p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		Ensure all site team/cleaners are aware of safety measures re disposal and if we have a case we communicate effectively (JAS/BRA)
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off emergency items for students, they should be left at the school main entrance for staff to collect; 	Low	Reception markings are in place. (JAS) Protective screen fitted.

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<ul style="list-style-type: none"> • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • The SLT are able to zoom (or other) parents if face to face meetings are required; • For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 		<p>Signs in place for visitors so no confusion and staff need to be aware so can inform their visitors in advance.</p> <p>Visitors are only allowed on site if it is essential and cannot be done by Zoom/Teams meeting. It must always be pre-arranged. Have to ensure that only well ventilated meeting rooms are used (No purely internal rooms unless air conditioning in place) and social distancing adhered to in meetings.</p>

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		<ul style="list-style-type: none"> Deliveries will be accepted at designated quiet times only; Delivered items will be left outside of the school building for staff to collect. 		<p>Need to write the premises' contractors risk assessment (CAB)</p> <p>Need to advise delivery companies of revised delivery times avoiding student arrival/departure times (CAB)</p>
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> Student use of toilets is managed by staff and communicated to students – different toilets allocated to each Year group bubble. Students not permitted to use the toilets during lesson times. Toilet in use signs are in use; Toilets are cleaned throughout the day. 	Low	<p>Signs in use for outside toilets to let know in use.</p> <p>Regular cleaning to be put in place (JAS)</p>
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Procedures for reporting staff absence are in place and 	Medium	<p>Addressed by timetable (GED)</p> <p>Staff survey to be completed to identify staff who may be ill/ isolating/ shielding/ quarantined/ dependent on public transport (MMY)</p> <p>Overseen by</p>

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		<p>informing PHE for cases of COVID-19</p> <ul style="list-style-type: none"> Contingency plans are in place for staff absence Children are suitably supervised at all times; DfE guidance updated 28th August to introduce system of tiers based on local/national lockdown 		<p>(MMY/MPR)</p> <p>In place (MMY)</p> <p>Remote learning plan in place (MMY/SMC)</p>
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; The school has applied the series of guidance documents and advice regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; although we are well staffed with existing team. 	Low	All to be updated as checks completed
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; 	Low	<p>Done (JAS)</p> <p>Done (JAS)</p> <p>Yes for Site, all others managed by departments and information from RBC</p>

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		<ul style="list-style-type: none"> All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		<p>H&S shared before lockdown</p> <p>Done (JAS)</p> <p>Need to check that all cleaners now trained (CAB)</p> <p>Yes and controlled by Site (JAS)</p>
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest fire exit; ➤ Training occupants of any changes to evacuation; All other fire system testing and maintenance has continued as normal. 		<p>Done (MPR)</p> <p>In staff briefing</p> <p>Timetable (GED/MPR)</p> <p>Will be done but needs to be confirmed nearer opening</p> <p>Registers in place (MPR)</p>