

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

| Location: John Masefield High School | | Activity: Returning to work place after the COVID-19 lockdown | | | | | |
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| Task/Equipment/Materials/Activities | Hazard | Who is at risk? | Current Control Measures | Additional Requirements | By When? | By Whom? | Completion date |
| High Risk Groups <ul style="list-style-type: none"> • Clinically Vulnerable (CV) • Clinically Extremely Vulnerable (CEV) • Pregnant • Black, Asian and Minority Ethnic (BAME) | Risk of COVID-19 transmission. | Staff Pupils Parents | <p>A risk assessment is completed for staff in High Risk Groups, and controls are applied in line with government guidance.</p> <p>For Clinically Extremely Vulnerable groups, establish whether remote working is possible, or adjustments can be made to allow social distancing.</p> <p>A New and Expectant Mother Risk Assessment is in place. All NEM Risk Assessments will be reviewed regularly as the pregnancy progresses.</p> <p>Establish a system for communicating with Parents who have concerns over children returning to school, and share information on controls we have in place.</p> <p>During one to one conversation, managers to identify employees with problems working from home, i.e. lack of space, equipment, health (mental); and assist where possible. If a manager is unsure how to assist contact with HR or Board of Governors should be made aware.</p> | <p>All employees have been emailed so a list can be compiled. Specific control measures will be discussed with the individuals concerned to ensure we are protecting people who are at higher risk.</p> <p>NME risk assessments will be carried out as and when necessary. Consider actions to take with employees who refuse to return to work because of health fears.</p> <p>The Headteacher has written regularly to parents regarding their concerns over children returning to school. Emails from parents have been responded to throughout the summer. Information is on the school website and year leaders have also written to students in their year group.</p> <p>If staff do not feel safe returning to work, concerns will be discussed with the line manager, and where possible adjustments will be made to their role. If staff still do not</p> | 1.9.20 Ongoing Ongoing | WB WB Head/ Year Leaders Line Mangers | |

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| | | | | wish to return they will be referred to HR/be asked to take unpaid leave | | | |
| Introducing additional pupils and staff members to schools. | Increased numbers of pupils and employees could make social distancing more difficult and increase the likelihood of transmission. | Pupils Staff | Ensure you have sufficient washing/sanitizing facilities for returning pupils and staff. | Each year group bubble has been assigned a washing facility. Details have been provided to students and display notices are in place. 105 hand sanitisers have been installed and alcohol based sanitizers will be stored away from ignition sources, and the site will not hold quantities over 50 litres. | 15.8.20 | LL/WB/ Site Staff | |
| | | | Review the School’s “bubbles”. These should be kept as small as possible, and mixing between bubbles should be avoided. Bubbles may range from a single class in to a year group. | The site has been split into year group zones, these are identified by colour. Students will not be permitted to enter another year group’s bubble. | 1.9.20 | All staff | |
| | | | Assess the risk posed by children who may not be able to understand and maintain social distancing and hygiene measures; or who are prone to spitting, biting, physical contact etc. | A list will be drawn up of such children and the risk assessed. If necessary controls for these pupils will be recorded by year leaders and given to subject teachers. | 3.9.20 | SENDCO and Year leaders | |
| | | | Consider limitations already presented by some lessons, such as PPE requirement, shared equipment, limited class size for DT, access to showers after PE etc. | No showering will take place and students will not use the changing rooms in PE. | 3.9.20 | Teaching staff | |

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| | | | | <p>Extra PPE has been purchased (eg sprayers). Equipment will be cleaned when shared usage cannot be avoided.</p> <p>Staff will continue to have appropriate PPA time. This will be reviewed if we have any remote learners.</p> <p>Any temporary staff will receive the necessary instruction to carry out their roles safely. They will use the school system to confirm they have read and understood relevant policies.</p> <p>Breakfast service has been suspended and no extra curricular sessions will run for the foreseeable future.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>On-going</p> | <p>LL</p> <p>Clare Hetherington</p> <p>WB/SLT</p> | |
| Standard Health & Safety practices being forgotten or not prioritised. | Safety standards in the school may drop if they are not effectively maintained in parallel to COVID-19 control measures. | Staff Pupils Contractors Visitors | <p>Documents including H&S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos Management Plan should be reviewed as usual.</p> <p>Checks will be carried out around the school to ensure that no ACMs have been damaged by rodents or vandalism while the school has been closed or only operating at a limited capacity.</p> | <p>Documents are being reviewed as usual.</p> <p>Staff have received revised first aid policies and fire evacuation polices and are required to confirm they have read them.</p> <p>Site staff will check areas with asbestos containing materials.</p> | <p>Ongoing</p> <p>3.9.20</p> | <p>WB</p> <p>Site Staff</p> | |

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| | | | <p>Air conditioning and ventilation maintenance is up to date and records are in place.</p> <p>Where possible regular opening of doors and windows for increased ventilation is in place. Be conscious of fire safety.</p> | <p>Staff are required to report any accidents or near misses to reception.</p> <p>AC is in server room only.</p> <p>External doors and windows of all classrooms will be kept open throughout the day unless weather is inclement</p> <p>Some fire doors have been fitted with (fire doors should not be propped open unless it is done with a device designed to close the door when a fire alarm sounds)</p> | <p>ongoing</p> <p>ongoing</p> | <p>All staff</p> <p>Donald Henderson</p> | |
| Display screen Equipment | Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor. | Staff | <p>DSE training and assessments of workstation carried out by all new starters. Actions carried out asap.</p> <p>Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</p> <p>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</p> <p>Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity.</p> <p>Lighting and temperature suitably controlled.</p> | <p>DSE self- assessment sheets will be sent out to all staff in Autumn Term.</p> <p>All employees to re-assess their working station on return</p> <p>Check that identified actions from self-assessment are followed up ASAP</p> <p>Line managers to monitor to ensure staff continue to get breaks away from the computer</p> <p>Staff working from home to take additional screen breaks if</p> | 23.10.20 | WB | |

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| | | | <p>Adjustable blinds at window to control natural light on screen.</p> <p>Noise levels controlled.</p> <p>Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays.</p> <p>Laptop users trained to carry out own DSE assessment for use away from office.</p> <p>Where possible, laptops should be used with separate screen, keyboard and mouse.</p> | not able to work at a DSE compliant workstation. | | | |
| Stress, anxiety and general uncertainty over safety | Staff, pupils and parents could be affected by worries related to Covid-19, i.e. contracting virus, uncertainty, significant decrease/increase in workload, job losses, health fears etc. | Staff Pupils | <p>Staff understand what their duties and responsibilities are.</p> <p>Staff can talk to supervisors or manager if they are feeling unwell or ill at ease about things at work.</p> <p>Providing support for workers around mental health and wellbeing.</p> <p>Regular channels of communication such as school website and newsletters are maintained, and kept</p> | <p>Staff have, through staff meetings, been made aware of any new responsibilities they may be expected to hold, and provided with training where necessary. These duties could include provision of remote learning or some cleaning duties. Staff have also been advised on the supervision of symptomatic students.</p> <p>All staff have access to counselling via our insurers, Zurich. Staff are able to use the onsite fitness facilities. Staff participate in feedback sessions, buddying systems etc.</p> <p>In addition to letters sent to parents, "Bubble" assemblies</p> | 4.9.20 | Year Leaders | |

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| | | | <p>up to date with current guidance. Clear discussion with Parents, and Pupils where age appropriate, over expectations and controls.</p> | <p>will be held at the start of the year, and as appropriate thereafter, to make pupils aware of the expectations we have for them regarding hygiene, behaviour, mixing and sensitivity over COVID-19 (some pupils/staff may have lost loved ones, and may have heightened anxiety surrounding other people's behaviour.)</p> <p>Return to work Questionnaire.</p> <p>Sharing and discussing risk assessment with employees to reassure and take feedback.</p> <p>Staff/Parent/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible.</p> <p>Arrangements put in place for staff who face unavoidable quarantine arrangements arising from COVID-19. A staff member who must self isolate for reasons other than travel restrictions, such as receiving a positive test, will take the time as special paid</p> | | | |
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| | | | | leave if they cannot work from home. | | | |
| Water supply and Legionella | Legionella risk in water system and the risk of Legionellosis | Staff Pupils | <p>Systems are subject to routine flushing, during the lockdown.</p> <p>Legionella Risk assessment in place and a subject of regular review.</p> <p>Check for any obvious leaks, water damage etc. and both hot and cold water supplies are operational.</p> | <p>System has been disinfected in accordance with Legionella Control Association LA Guidance on Reopening Buildings (issue date 13th May 2020)</p> <p>Site has been checked for leaks etc.</p> | 1.9.20 | Site Staff | |
| Fire safety | Risk of lack of maintenance, faulty equipment | Staff Pupils Visitors Contractors | <p>Subject to regular inspection.</p> <p>Check fire doors are operating properly and free of damage.</p> <p>Check fire exits are operating properly and free of damage.</p> <p>Ensure gas safety certificate is still current. Check for any signs of a gas leak.</p> <p>Ensure fixed and portable electrical equipment.</p> <p>During evacuations, social distancing does not apply. Social distancing can be applied again once persons have reached safety.</p> | <p>An inspection to be carried to ensure fire safety equipment is in good working order and maintenance records are in place, i.e. fire emergency lights, fire extinguishers, fire alarm</p> <p>Ensure PAT certificates are current.</p> <p>Visual inspections of electrical equipment for damage</p> | Ongoing | Site staff | |
| Commute to school/work and back | Risk of COVID-19 transmission. | Staff Pupils Parents | <p>Employees to follow Government advice about using public transport</p> <p>Discourage employee use of public transport.</p> <p>Employees encouraged to walk, use a bicycle where possible.</p> | <p>Employees to consider the way they travel to work.</p> <p>Car pools discouraged and social distancing should take place.</p> | 1.9.20 | Headteacher | |

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| | | | <p>Parents discouraged from socialising with other parents, or meeting with them on journey to school.</p> <p>National and Local Authority guidance for the use of School Transport will be shared with staff and parents.</p> | <p>Maximum one parent/guardian to accompany children. Letter sent to parents to informing them that only one parent may accompany their child during drop off/collection</p> <p>Children over the age of 11 will be required to wear face coverings on public transport, in line with government guidance.</p> | | | |
| Parking vehicles and bicycle storage | Risk of COVID-19 transmission. | Staff Pupils Parents Visitors Contractors | <p>Staff, parents and pupils to maintain social distancing when leaving and returning to their cars</p> <p>Vehicles entering/leaving carpark are controlled to avoid congestion.</p> | <p>Letters sent to parents advising of drop off and pick up arrangements.</p> <p>Cars controlled by SLT duty staff</p> | | | |
| Arriving and leaving work/school | Risk of COVID-19 transmission. | Staff Parents Pupils | <p>Reduced numbers of employees permitted on site has been established.</p> <p>Entrance/Exit from the building will be controlled</p> <p>Hand sanitisers are available at all entry points.</p> <p>Hand washing upon arrival established.</p> <p>Clearly marked one-way flow at entry/exit points.</p> | <p>Staggering of arrival times/leaving times for students to be implemented. Staff only use front entrance. Students will use entrances/exits to their bubble.</p> <p>Doors left open, or function automatically where possible, to reduce use of push buttons and handles.</p> | 1.9.20 | All staff | |
| Moving around the building. | Risk of COVID-19 transmission. | Staff Pupils contractors | <p>One-way systems are established and in place, where possible. Alternative controls are considered where this is not possible.</p> <p>Direction of travel in corridors is marked, where one-way systems are in place.</p> <p>Employees are discouraged for non-essential trips around the building.</p> | <p>Bubbles are clearly identified and students notified.</p> <p>Lift access to be restricted to disabled employees and those with specific conditions or need only.</p> <p>Staff to be informed via staff meetings.</p> | 1.9.20 1.9.20 | All staff Jess Locke/ WB | |

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| | | | <p>Restricted access to certain areas.</p> <p>Use of email/telephone contact between offices/departments is encouraged.</p> <p>Use of stairs is actively encouraged</p> | <p>Signs to be placed by lifts.</p> | | | |
| Use of classrooms and offices | Risk of COVID-19 transmission. | Staff Pupils | <p>Review of room layouts to allow people to work further apart from each other.</p> <p>Review timetables to reduce the need for travel around the site.</p> <p>Where possible, pupil movement to be limited and controlled to aid in maintaining bubbles within the school.</p> <p>Movement of specialist teachers around the school to be limited.</p> <p>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</p> <p>Where possible ensure either natural or mechanical ventilation is accessible. Ensure mechanical ventilation has been subject to all relevant checks and inspections.</p> <p>Bins in classrooms and offices should be lidded (foot peddle or swing lid rather than a lifting lid) to reduce infection risk.</p> <p>Where it is not possible to move workstations further apart, no face-to-face sitting will be permitted (i.e. screens, back-to-back sitting, all desks facing front etc.)</p> | <p>Mark areas to help to maintain social distancing. All desks are to be forward facing and 2m away from class teacher.</p> <p>Signage is in place re movement around school.</p> <p>Signage will be displayed and employees will be informed during the training</p> <p>If necessary teams sessions will be arranged.</p> <p>Doors and windows held open (not fire doors) to increase ventilation.</p> <p>Lidded bins have been ordered.</p> <p>Equipment not to be passed between pupils. Staff and pupils will be provided with their own stationary and supplied where this is possible.</p> | 27.8.20 | SLT | |
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| | | | <p>Where ceasing use of hot desks is not possible, cleaning materials will be provided to ensure station is cleaned before and after use.</p> <p>Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact.</p> | <p>Cleaning materials and sanitizer are available for use in all rooms with workstations.</p> <p>TA's will support in the supervision on pupils when they have to move around the school. SENDCO will arrange this.</p> <p>TA's can lead groups, under direction from a teacher, if staff numbers are too limited.</p> | 1.9.20 | KLB | |
| Meetings | Risk of COVID-19 transmission. | Staff Visitors Contractors | <p>Remote tools are used to reduce the need for face-to-face meetings where appropriate.</p> <p>Number of participants attending face-to-face meetings is minimised.</p> <p>2 metres distance between participants is maintained</p> <p>Employees re instructed to avoid sharing physical resource (i.e. pens/paper documents) during meetings.</p> <p>Hand sanitiser is provided in meeting rooms.</p> <p>Mark floors to ensure social distancing to be installed in the meeting rooms, where possible remove/or tape off chairs to ensure compliance.</p> | <p>Each meeting room to be sign posted informing maximum capacity.</p> <p>Communal food not provided during meetings.</p> <p>After a meeting, staff to be encouraged to wipe their working stations (meeting organiser responsible for reminding attendees).</p> <p>Rules of use of meeting room to be distributed to all employees and attendees to meetings.</p> | On-going | | |
| Common Areas | Risk of COVID-19 transmission. | Staff Pupils Visitors Contractors | <p>Use of outside break areas, or lunch taken at desks.</p> <p>Floor marking installed to maintain social distancing.</p> <p>Seating has been configured to reduce capacity and reduce face-to-face interactions.</p> | <p>Each bubble has a play space and lunch space. Staff have been given areas to work.</p> <p>Screens installed where appropriate</p> | | | |

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| | | | <p>Showers are locked.</p> <p>Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc.</p> <p>Lockers are individual.</p> <p>Lift maintenance program and 6 monthly thorough examination are in place (records are kept)</p> | <p>Employees to be encouraged to bring own food. Showers are prohibited for staff and students and strongly discouraged or JMSport</p> <p>Inform employees to clean communal items with the products provided.</p> <p>Place signs with the cleaning instructions by communal items.</p> | | | |
| Break Times, outdoor areas and Lunch. | Risk of COVID-19 transmission | Staff Pupils | <p>Outdoor areas thoroughly swept for evidence of trespass or vandalism during closure (e.g. damaged perimeter fencing or play equipment, discarded waste or drug paraphernalia, sharps, fire damage etc.)</p> <p>Staff availability must be sufficient to allow suitable breaks throughout the day.</p> <p>Employees are encouraged to remain on-site during breaks.</p> <p>Employees encouraged to take breaks at their desk to avoid mixing and contact with other staff members.</p> | <p>Staggered break periods and lunches.</p> <p>Lunch groups limited to bubbles</p> <p>Children reminded of social distancing before breaks.</p> <p>Hand washing for 20 seconds before and after break periods.</p> <p>Sanitize play equipment where possible, and take difficult to clean play equipment out of use.</p> | 1.9.20 | JDK | |
| Accidents, security and other incidents | Risk of COVID-19 transmission. | Staff Pupils Visitors Contractors | <p>Accident reporting procedure is in place.</p> <p>COVID-19 cases resulting from exposure in the workplace are RIDDOR reportable.</p> | <p>First aiders to be provided with hand sanitiser and Personal Protective Equipment where appropriate.</p> | 1.9.20 | WB | |

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| | | <p>Suspected incidents of COVID-19 reported to the local authority</p> <p>Pupils who become unwell with COVID-19 symptoms at school should follow the new covid-19 first aid guidance issued to all staff.</p> <p>Anyone who needs to make contact with a symptomatic pupil must wear the appropriate PPE (Gloves, mask, apron). Where coughing, spitting or vomiting is possible, goggles should also be worn.</p> <p>If the pupil needs to use a bathroom, the room should be cleaned after use.</p> <p>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <p>If contact with a child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. Instructions for the use of PPE can be found here.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it | <p>Check all first aid boxes, before building is open to ensure gloves, sanitisers and other required items are in place and not expired.</p> <p>Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply.</p> <p>Fire Marshals staff roles to be assessed separately.</p> <p>Emergency PPE kits for Primary Schools provided by HC, for use only when dealing with a symptomatic person.</p> <p>Where children under 24 months will attend, a 12-hour Paediatric First Aider must be readily available on site.</p> <p>Where children between 2 & 5 years are present, the School must endeavour to provide a PFA, or as a minimum an EPFA or First Aid at work trained member of staff, and complete a suitable and sufficient risk assessment.</p> <p>If emergency CPR is needed, take advice from emergency services call handlers. Guidance can also be found on the Resuscitation Council</p> | | | |
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| | | | <ul style="list-style-type: none"> put it in a suitable and secure place marked for storage for 72 hours <p>Full guidance on disposal of PPE and waste related to COVID-19 can be found here.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</p> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p> <p>Establish what disciplinary/supportive measures will be taken for incidents that involve spitting/intentional coughing etc.</p> | <p>website, and the RLSS website. First aid training for staff is up to date.</p> <p>If the child has siblings or other household members in the school, they will be sent home to self-isolate. If possible, they will wait in a separate room for collection. If this is not possible, they will wait with the ill sibling and be asked to stay 2m apart.</p> <p>Where a pupil or member of staff tests positive for COVID-19, the rest of that group should then self-isolate for 14 days. Parents should be made aware of what is happening to avoid rumours and misinformation spreading. The Head will contact PHE.</p> <p>Behaviour policy has been amended to consider incidents involving spitting/intentional coughing etc. they will be discussed with the CT/SENCO/Parents/Local Authority as appropriate, before action is taken.</p> | | | |
| Visitors and contractors | Risk of COVID-19 transmission. | Staff Parents | Remote contacts are encouraged and enabled as far as possible. | Cleaning system of visitors lanyard/ID to be identified. | 1.9.20 | Reception staff | |

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| | | <p>Visitors Contractors</p> | <p>Clear social distancing floor markings are in place for queues.</p> <p>Hand sanitiser is provided for visitors.</p> <p>Entry and exit points and flow of visitors has been reviewed and established.</p> <p>Clear protocols to be developed, displayed and communicated for all visitors.</p> <p>The number of visitors to the premises is limited and communicated to all employees</p> <p>Cleaning materials and sanitizer to be provided in reception area.</p> <p>Signs and visual aids to be displayed at points of entry and at multiple points in visitor areas.</p> | <p>Lanyards to be disinfected and stored for 48 hours between use.</p> <p>All visitors to use Reception area entrance. Bubble systems explained to them upon arrival</p> <p>Visitors to be asked to bring own pen to sign-in in reception/visitors signed in by reception.</p> <p>Schedules to be revised to limit number on site e.g. contractors and routine maintenance. Contractors to book visits in advance.</p> <p>Peripatetic music lessons not to take place on site.</p> <p>Maintenance work to be reviewed to consider that which can be undertaken outside of normal working hours.</p> <p>Visitors waiting area to be reviewed to ensure 2 metres social distancing is maintained</p> <p>Employees interacting with visitors, i.e. reception, security to ensure social distancing takes place. A zero tolerance approach is being taken to abusive parents and the policy</p> | 1.9.20 | Site Staff | |
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| | | | | will be called if they refuse to leave the site when asked. | | | |
| Cleaning | Risk of COVID-19 transmission. | Staff Pupils Visitors Contractors | <p>Waste is removed at the end of each day.</p> <p>In the case of a suspected COVID-19 case presenting in school, cleaning will be carried out in line with COVID-19: cleaning of non-healthcare settings</p> <p>External cleaning companies should supply an updated Risk Assessment reflecting any changes.</p> <p>Building cleaning schedules to be reviewed and frequency increased where necessary, including periodic cleaning of shared areas (i.e. between uses).</p> <p>All equipment is cleaned between uses. Safe, disposable materials to be provided for employees to use.</p> <p>Suitable cleaning materials available to all staff.</p> <p>Frequent cleaning of regularly touched surfaces, objects such as door handles to be introduced.</p> | <p>Guidance to be established and published on what to do in the event of known or suspected COVID-19 case in the workplace.</p> <p>Use of high touch items such as printers to be reviewed protocols communicated and signposted. Cleaning wipes are provided for use with Photocopiers and printers. Cleaning will not start until 3.30 each day.</p> <p>All staff will be involved in cleaning in some way, within the bubble in which they teach, including touch surfaces and shared equipment. They provided with any necessary PPE.</p> <p>Dedicated and competent cleaners are employed to undertake cleaning using hazardous substances and deep cleans. A daytime cleaner is on site to assist site staff.</p> | 1.9.20 | Clearview Cleaning | |
| Hygiene, handwashing, sanitation facilities and toilets | Risk of COVID-19 transmission. | Staff Pupils Visitors Contractors | <p>Posters are displayed in order to build awareness of handwashing techniques and hygiene protocols e.g. avoid face touching, binning tissues etc.</p> <p>Hand sanitisers is provided in multiple locations.</p> | Toilet cleaning schedules to be reviewed regularly and monitored. The most used facilities to be cleaned more frequently. | 1.9.20 | WB | done |

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| | | | <p>All persons to use sanitiser or wash hands for 20 seconds with soap and water when entering the building.</p> <p>Alcohol hand sanitizer (60% Vol) provided in frequently used areas. Hand lotion provided for staff who have to wash hands more frequently.</p> <p>Hand washing for pupils to be monitored, and actions such as increased cleaning to be taken where hygiene standards are not sufficient.</p> <p>Tissues and lidded bins provided in class.</p> <p>Hand hygiene reiterated during lesson times.</p> | <p>Staff should ensure social distancing when using toilet facilities.</p> <p>Enhanced cleaning regime for door handles, bolts, taps and any other objects that could be touched by hands.</p> <p>Supervised toilet visits for pupils where appropriate. Facilities will be supervised by staff. Limit number in facilities at one time.</p> | | | |
| Goods handling, deliveries and onsite vehicles. | Risk of COVID-19 transmission. | Staff Visitors | <p>Protocol to be established for incoming deliveries and goods. Non-contact and or 72-hour isolation where possible.</p> <p>Hand sanitiser and hand washing protocols to be established for staff handling deliveries.</p> | <p>Packaging removed and discarded asap.</p> <p>Staff issued with PPE</p> | | | |
| Personal Protective Equipment and face coverings | Risk of COVID-19 transmission. | Staff | <p>Which roles/tasks require PPE established by service area manager.</p> <p>School has local supply chain for PPE.</p> <p>Use of face coverings where a need has not been established to be discouraged (not prohibited).</p> <p>Face coverings are not generally recommended unless the layout of the school makes it particularly difficult. JMHS is split into bubbles with no sharing of spaces. Should face coverings be mandatory students and staff will be provided with</p> | <p>PPE is provided for all first aiders. Masks, gloves and visors are available for all staff.</p> <p>Finance staff keep copies of supply chains.</p> <p>Where face coverings may need to be used with pupils with a SEND requirement, this is to be explained to parents and pupils in advance (i.e. via letter home to parents).</p> | | | |

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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|--|--------------------------------|---------------------------|--|--|--------|-----|--|
| | | | instructions on how to put on, remove, store and dispose of face coverings. | e.g. if a pupil is identified as being potentially distressed by staff members using PPE during supervision if that pupil becomes symptomatic, then parents/guardians/carers should be informed so that they can discuss this with the child before they return to school. | | | |
| Shift patterns and working groups | Risk of COVID-19 transmission. | Staff | <p>Use of meeting rooms is centrally controlled.</p> <p>Staff patterns to be reviewed to minimise contact.</p> <p>Shift patterns to be fixed as far as reasonably possible.</p> <p>Employees to be clear on what days/times they should be attending work.</p> <p>Areas of common use between different teams and shifts to be identified.</p> <p>Cleaning protocols before and after use of common places to be established and sign posted</p> | <p>Staff working patterns will operate as normal.</p> <p>Shift patterns are fixed in advance.</p> <p>Areas of common use will have additional PPE in place.</p> | | | |
| Work related travel and Educational Visits | Risk of COVID-19 transmission. | Staff Pupils Public | <p>All except non-essential visits have been cancelled, postponed or remote option have been implemented.</p> <p>Domestic overnight visits, and visits overseas, will be postponed until advised by government travel guidance.</p> <p>Social distancing measures are applied to visits where possible.</p> | <p>No trips or visits to take place for the foreseeable future.</p> <p>German trip needs to be cancelled.</p> | 1.9.20 | SLT | |

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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| | | | PPE is supplied for visits where required by role. | | | | |
| | | | Records are kept of overnight stays. | | | | |
| Communication and training | Risk of COVID-19 transmission. | Staff | <p>Clear, consistent and regular communication methods are in place.</p> <p>Employees and Trade Unions are engaged and involved in developing safe working measures.</p> <p>Changes to existing practices are discussed with Trade Unions.</p> <p>Employees' mental health is a key focus and support measures have been identified, implemented and continually reminded.</p> <p>A communication strategy has been established to ensure that all employees are updated regularly, i.e. Q&A sessions, email bulletins etc.</p> | <p>Employees to receive communication and training prior to returning to work on the inset days planned for September.</p> <p>Staff will receive regular updates via the staff newsletter and manager 1-2-1s. Parents will be updated via the school website and letters sent home. Trade Union reps will be given a copy of the RA.</p> <p>New procedures to be communicated to employees via email and staff meetings.</p> <p>Regular review and monitoring of measures to be scheduled.</p> <p>Communication materials including images to be available in different formats/languages where appropriate.</p> <p>Risk assessment to be shared with staff.</p> | | | |
| Music Provision | Risk of transmission via shared instruments, singing, chanting, etc. | Staff Pupils | <p>Classrooms arranged to avoid pupils facing each other.</p> <p>Back to back or side by side seating layout.</p> <p>Music classes being taken outside.</p> | <p>Ensure good ventilation where outdoor classes are not possible.</p> <p>Shows/assemblies to be avoided.</p> | 1.9.20 | Julie Kyle | |

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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| | | | Class size limited to a maximum of 15 pupils. | Instruments should not be shared. woodwind/brass instruments will not be shared, and allocated per pupil, and cleaned before/after use. String/percussion instruments will be cleaned thoroughly between uses by the Class teacher. | | | |
| Physical Activity/PE | Risk of transmission via contact sports and shared equipment. | | Risk assessments for off-site facilities reviewed, and procedures in place in off-site facilities followed. Use of changing areas reviewed. | Classes taken outside where possible. Students will arrive in PE kit on days they have PE. Changing rooms will not be used. Contact sports avoided. No sharing of equipment, and thorough cleaning arrangements between uses carried out by PE staff. | 1.9.20 | JDK | |

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|--|--|---|
| Initial Assessment Review Date 27 / 8 /20 | Risk Assessment assessed, reviewed by the following competent person below: | Tasks and control measures agreed by: Senior Leadership Team |
| Name (PRINT) | Board of Governors Representative: | Name (PRINT): Head of School |
| Signature: | | Signature: Date: |

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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| <p>Next Review Date:</p> <p>7 / 9 /20</p> | <p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <ul style="list-style-type: none">• if it is no longer valid• if there has been a significant change |
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Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

| COVID PROTECTION CONTROL MEASURES CHECKLIST | | | | |
|---|--|--|----|--|
| School Name: | | | | |
| | | Yes | No | |
| General Management | Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read. | | | |
| | Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils? | | | |
| | Can you confirm that you have shared your schools local COVID-19 policy or procedures with staff and parents | | | |
| | Can you confirm that you have identified any Extremely Clinically Vulnerable staff ¹ (shielded category) and that they are remaining at home and being supported to work at home? | | | |
| | Can you confirm that any staff who live with someone who is Extremely Clinically Vulnerable (shielded), is able to adhere to stringent social distancing in your school ² ? | | | |
| | Can you confirm that any clinically vulnerable staff with pre-existing health conditions ³ are either: <ul style="list-style-type: none"> • working from home where possible - the preferred option, or if this is not possible • working on-site, staying 2 metres away from others where possible, or • the risks have been assessed, discussed and agreed with the member of staff if they will need to work within 2 metres of others. | | | |
| | Can you confirm that any pupils who are Extremely Clinically Vulnerable ⁴ (shielded category) shall not be attending school and will continue to be supported at home as much as possible | | | |
| | Minimise contact with individuals who have COVID-19 symptoms | Can you confirm you have advised staff/parents/pupils/suppliers not to attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case? | | |
| | | Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household) | | |
| | | Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period | | |
| | Can you confirm you are aware of local testing arrangements for staff | | | |
| | Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils) | | | |
| | Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to | | | |

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

³ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

⁴ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Checklist – Return to Work and School during COVID-19

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| | <i>Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance guidance (go home/await collection by a member of their family or household).</i> | | |
| Frequent hand cleaning | Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving. | | |
| | Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently | | |
| | Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available? | | |
| Good respiratory hygiene | Can you confirm sufficient access to tissues for coughs or sneezes and availability of lidded bins for tissue waste ('catch it, bin it, kill it'). | | |
| Regular cleaning of settings | Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children | | |
| | Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned | | |
| Appropriate use and supply of PPE | Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home? | | |
| | Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils? | | |
| | Can you confirm you have trained relevant staff how to use appropriate PPE. | | |
| | Can you confirm you have a procedure for dealing with waste from PPE | | |
| Minimising contact & mixing (social distancing) | Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact | | |
| | Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible. | | |
| | Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time | | |
| | Can you confirm you have identified how children will arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible. | | |
| | Can you confirm you have risk assessed and have plans to keep cohorts of small groups of children together where possible every day, ensuring the same teacher and other staff, using the same desks and the same rooms. | | |
| | Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying one way circulation, staggered lunch breaks, use of toilets and other facilities. | | |

Sources of information for completing your risk assessment

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

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

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> - Guidance on managing the school premises during COVID-19.

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak> - Guidance on attendance in education during COVID-19

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing> - Guidance on teaching about mental health.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august> – Guidance on shielding and protecting extremely vulnerable persons.

<https://www.info.gov.hk/info/sars/en/useofbleach.htm> - information on the safe use of bleach.

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm> - Information on cleaning your workplace to reduce risk from Coronavirus.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> - Advice on the phased return of outdoor sports and recreation.

<https://www.youthsporttrust.org/coronavirus-support-schools> - Resources to support in the delivery of PE and sports.

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> - Guidance on the provision of food in schools and other food businesses.