



# Saffron Valley Collegiate *Risk Assessment Form*

<b>Description of Activity / Person / Area / Equipment being assessed</b>	<b>Managing school premises functions during the Coronavirus pandemic</b>
<b>Section(s) / Team(s) covered</b>	Staff / Visitors /Pupils/ Parents / Contractors
<b>Location(s) covered</b>	Cot and SB / KS3 / KS4 North / KS4 South
<b>Date of Original Assessment</b>	15 <sup>th</sup> May 2020
<b>Date of this version</b>	25.02.21 This review is informed by a government announcement on 22.02.21 regarding full opening of schools from 08.03.21. <b>The school will largely operate under the risk assessment dated 18.01.21, until full opening.</b> (Exceptions noted)

The risk assessment has been created with reference to:

- Additional operational guidance for special schools, special post-16 institutions and alternative provision (DfE, 22.02.21)
- Actions for schools during the coronavirus outbreak (DfE, 22.02.21)
- Coronavirus asymptomatic testing in schools and colleges (DfE, 02.02.21)
- Guidance on managing school premises during the coronavirus (COVID-19) outbreak (DfE, published 07.07.20)
- Face coverings in education (08.01.21) *This guidance is under review*
- London Borough of Croydon response to suspected and confirmed cases and outbreaks of COVID-19 in Educational Settings (published 23.09.20)
- Supporting education settings to develop their own Covid-19 transition plan (London Borough of Croydon, May 2020 v1)
- Coronavirus (COVID-19): test kits for schools and FE providers (14.12.20)
- Contingency framework: education and childcare settings (excluding universities) (07.01.21)
- Safe working in education, childcare and children’s social care (DfE 14.12.20)
- Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak
- Procurement Policy Note 02/20: Supplier relief due to COVID-19
- What parents and carers need to know about schools and other education settings during the coronavirus outbreak (DfE 24.02.21)
- Coronavirus (COVID-19): safer travel guidance for passengers (11.02.21) (Department for Transport)



When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	From 26.02.21	
<b>Are staff covered by this risk assessment aware of the controls noted and understand them?</b>	<b>Yes</b>	
Copies sent to trade union representatives date: 20.05.20 (v1), 03.06.20 (v2), 09.07.20 (v3), 05.10.20 (v4), 09.11.20 (v5), 20.01.21 (v6), 26.02.21 (v7)	<b>Yes</b>	

Risk Assessment compiled by:	
Jennifer Adamson	Head teacher
Astrid Searle	School Business Manager

<b>SVC Distribution</b>		
HoP - Cotelands	K Maidment-Young	
HoP – Springboard	S Kapoor	
HoP – KS3	K Wilson	
HoP KS4 North	I Walters	
HoP KS4 South	G Denton	
Management Committee Members as presently constituted		



## Review Dates

Future Review Date	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about changes
wc 1/6/20	03/06/2020	Summary of changes: Updated references considered as part of review, general rewording for clarity, added detail re: principles of fire evacuation, first aid practices, waste disposal measures, enhanced cleaning if there is a positive case of COVID-19, use of public transport, temperature taking, cleaning of toilets, handwashing, IT hardware, securing pupil agreement with protective measures, staff risk assessments, shared kitchen implements and cleaning of communal items and relevant policy reviews.	Headteacher, SBM	Wc 01.06.20
wc 15.06.20	wc 22.06.20 Changed as government moved phased return changed to 15.06.20	Minor changes – bicycle storage only possible in some provisions, addition of corridor passing zones in some provisions, clarification of behaviour management approaches as per COVID-19 Behaviour Management addendum. No new risks identified.	Headteacher – with input from staff, school leaders and management committee.	26.06.20
Wc 21.09.20	07.07.20 in response to guidance for full opening from September '20	Proportionate measures, changes to definition of bubbles, arranging desks, staff working across bubbles, pupils attending more than one provision, use of shared resources/equipment, provision of home testing kits, Croyon protocol around suspected/confirmed cases, maintaining seating plans (where appropriate), changes to shielding from 1 August, staff and pupils with significant health needs, particular characteristics at comparatively higher risk, use of supply staff and volunteers, provision of hot meals, PE, remote learning in case of lockdown, updated premises guidance.	Headteacher	09.07.20
Wc 05.10.20	Wc 28.09.20	<b>Removal of references to:</b> shielding, year 9 and year 11 transition, staff leaving site early,	Headteacher	05.10.20



		<p>discontinuation of free travel for pupils, staff staying on site and bringing own food.</p> <p><b>Inclusion of:</b> limit to other professionals and visitors on site (prioritise therapists), hold virtual meetings unless absolutely necessary. Sports and PE – develop risk assessments in line with sport national governing bodies and latest DfE recommendations (for pupil wellbeing). Use of visitors' questionnaire, consideration of use of face coverings (inc. face shields), procedures for taking pupils/adults to isolation rooms. Use of proforma to identify contacts. Criteria for use of school test kits. Education programme for pupils to also include responsibility for others' health and safe use of face masks.</p>		
Wc 07.12.20, or as circumstances dictate	06.11.20	<p>Reduction of physical staff meetings, mandatory face coverings in corridors and communal spaces, no after sporting clubs or activities, changes to advice for clinically vulnerable and clinically extremely vulnerable staff. Staff COVID-19 risk assessments to be reviewed.</p>	Headteacher	09.11.20
Wc 07.12.20, or as circumstances dictate	03.12.20	<p>Face coverings in corridors and communal areas now discretionary for schools in tier 1. They remain mandatory for schools in tiers 2 and 3. SVC will be in tier 2 from 02.12.20.</p> <p>Reopening of holiday, tuition and after-school clubs, following end of national lockdown.</p>	Headteacher	03.12.20
Wc 01.02.21, or as circumstances dictate	18.01.21	<p>Introduction of mass asymptomatic testing. Reduction of onsite visitors – professionals delivering essential face-to-face support only. Fewer pupils and staff on site. All educational visits suspended. <i>NB: SVC currently has no clinically extremely vulnerable staff or pupils.</i></p>	Headteacher	20.01.21



Await government announcement re lifting of lockdown	26.02.21	NB: revised System of Controls. Home testing for staff and pupils (following onsite testing of pupils). Use of face masks in classrooms. Transport arrangements for pupils testing positive who are unable to be collected by parents. Clinically extremely vulnerable staff and pupils to work/learn from home. No face-to-face individual tuition in the home. <i>NB: SVC currently has no clinically extremely vulnerable staff or pupils.</i>		26.02.21
Informed by next major government announcement				



## Significant Hazards and Current Controls

No.	Hazard & what could go wrong	People at risk	Risk rating H/M/ L	Control measures to manage the hazards	Risk rating after controls H/M/L
	<b>Day to Day Practices</b>			<i>NB: throughout for 1m+ read: 'ideally 2m'</i>	
1	Travel to and from school	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Staff travelling to school alone using their own transport</li> <li>➤ When travelling at work or between school locations, staff travel alone</li> <li>➤ Shared transport is not permitted</li> <li>➤ Staff who are only able to travel to and from work using public transport will be given special consideration taking into account the length of travel and number of changes required. This will include the number of days they are required to travel to their provision</li> <li>➤ Ensure all pupils, staff and parents/carers have the government guidance re travelling during the coronavirus period</li> <li>➤ Education programme for pupils re travel etiquette</li> <li>➤ Provide spaces for bicycle storage (where premises allow)</li> <li>➤ Display the government's poster re travelling during the coronavirus period</li> </ul>	Low
2	School access and egress:	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Only essential visits to the school are permitted – determine which of our partners are engaged in face-to-face work on site and develop workable programme for visits (prioritise therapists). Use a COVID-19 questionnaire on entry, to minimise spread of virus. Meetings should be held virtually, wherever possible.</li> </ul>	Low



				<ul style="list-style-type: none"> <li>➤ Consider alternative school access and egress points and flow around the building in order to enable social distancing</li> <li>➤ Prop doors open (subject to safeguarding and fire considerations), to avoid over use of handles/door plates</li> <li>➤ Where loading and offloading arrangements on-site will allow it, arrangements to be put in place to deter drivers entering the building</li> <li>➤ Staggered starts and/or managing entrance and egress. Use of visual clues where possible</li> </ul>	
3	Front of school/reception, contact with visitors and public behaviours which may not be in compliance with social distancing: Potential exposure to those infected with Covid-19.	Staff, visitors, pupils, contractors.	High	<ul style="list-style-type: none"> <li>➤ Only professionals providing essential face-to-face support, that cannot be delivered virtually, to come on site. Visitors kept to a minimum.</li> <li>➤ Hand sanitising gel available and used at the reception lobby</li> <li>➤ Ensure a clear distance of 1 metre+ between individual persons in reception areas</li> <li>➤ All maintenance requests to be raised via email to SBM who will liaise with site manager</li> <li>➤ Personal protective equipment and advice provided on wanding of pupils on entry to school</li> <li>➤ Staff in reception to log entrance and exit of individuals – no signing in books with shared pens</li> <li>➤ Visitors to be notified in advance, of procedures for entrance, movement around the building and exit (including respecting strict time limits) – by email or telephone</li> </ul>	Low



				<ul style="list-style-type: none"> <li>➤ Consider admin staff who have typically welcomed each pupil into the building. Change practices so that a member of staff will welcome pupils in their group only.</li> <li>➤ Create groups of pupils with assigned adults. Where possible, arrange for a small number of adults to come into daily contact with them</li> <li>➤ Minimise contact between individuals. This can be achieved through keeping groups separate (within 'bubbles') and through maintaining distance between individuals</li> </ul>	
4	Fire: Unable to evacuate safely	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ All staff are familiar with the evacuation process and where to go in the event of a fire. Revisit if arrangements have changed since partial opening</li> <li>➤ Contractors advised of fire safety arrangements on arrival</li> <li>➤ All staff to complete fire awareness training</li> <li>➤ Safest exit via nearest final exit point</li> <li>➤ Training occupants if this represents a change to their usual evacuation route</li> <li>➤ Reduce use of school areas to enable safe sweeping and evacuation</li> <li>➤ Safety first! It may not be possible to maintain social distancing during an emergency evacuation as staff/pupil safety needs to be considered first</li> <li>➤ All fire alarm testing regimes will remain in place during any school occupation</li> <li>➤ Prior to re-opening areas or buildings following a lengthy closure, fire safety systems should be checked by a competent person and appropriate remedial action taken as necessary to ensure all</li> </ul>	Low





				<p>components of the fire safety system are in a satisfactory working condition prior to re-opening</p> <p>➤ Ensure all are aware that in the even of an emergency, for example, an accident or fire, people do not have to stay 1 metre+ apart if it would be unsafe</p>	
5	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> </ul>	Staff, visitors, pupils	High	<ul style="list-style-type: none"> <li>• The school adheres to London Borough of Croydon Response to Suspected and Confirmed Cases and Outbreaks of COVID-19 in Educational Settings updated 23.09.20</li> <li>• Plan to offer 2 (or 3) tests to pupils on school site, prior to the week commencing 15.03.21. Thereafter, provide information and test kits to parents/carers to enable twice weekly home testing. Ensure parents/carers are provided with clear information from LA re how to respond to a positive lateral flow test response.</li> <li>• Provide staff with home testing kits to facilitate testing from 08.03.21, for twice weekly testing. <ul style="list-style-type: none"> <li>▪ Use SVC proforma to identify contacts, in the case of a confirmed case</li> </ul> </li> <li>• The first aid risk assessment has been reviewed to ensure the school can still provide the cover needed for the pupils and staff present and the activities that they are carrying out <ul style="list-style-type: none"> <li>▪ All first aiders to review the relevant sections of the government guidance and ensure there is adequate PPE in their provision for them to undertake care relative to their role</li> <li>▪ Personal protective equipment and advice provided on delivering first aid</li> </ul> </li> </ul>	Low



				<ul style="list-style-type: none"><li>▪ High risk activities prohibited where first aid provision not adequate</li><li>▪ First aid kits will be available and replenished regularly</li><li>▪ The school has a specific room dedicated for suspected cases of COVID-19</li><li>▪ Occupants (staff or students) who display symptoms of the virus during the school day, or who receives a positive lateral flow test result, will be isolated in the designated room until they leave the site to self-isolate. They will be escorted to the room (at social distance) and met at the isolation room by the first aider.</li><li>▪ First aiders required to assist this person will wear full PPE including apron, gloves, mask and visor.</li><li>▪ First aiders have completed appropriate training for '<a href="#">donning and doffing</a>' PPE – <a href="#">HSE NHS video / advice COVID-19: cleaning in non-healthcare settings</a></li><li>▪ The headteacher will agree arrangements for safe transport home for pupils who are unable to be collected or walk/cycle home. They should not travel on public transport.</li><li>▪ The first aid room or area will be cleaned frequently and after each use (when first aid care has been provided)</li><li>▪ We will <u>not</u> be routinely screening individuals for raised temperatures or taking temperatures if individuals report feeling ill. Director of Public Health Croydon has advised secondary headteachers that temperature taking is not definitive diagnosis. DfE guidance: Routine testing of an individual's temperature is not a reliable method for identifying coronavirus (COVID-19).</li><li>▪ We will send home anyone who reports feeling ill. However, on very rare occasions, we may wish to take use a remote</li></ul>	
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				<p>thermometer to gently persuade a pupil who is reluctant to accept that they are ill.</p> <ul style="list-style-type: none"> <li>▪ PPE is disposed of in accordance with NHS COVID-19 waste management guidance.</li> <li>▪ Need to ensure used PPE can be disposed of safely – with minimal handling.</li> </ul> <p><b>Waste disposal measures</b></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"> <li>▪ Put in a plastic rubbish bag and tied when full</li> <li>▪ The plastic bag is placed in a second bin bag and tied</li> <li>▪ It is put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>▪ Waste is stored safely and kept away from children</li> <li>▪ 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</li> <li>▪ If the individual tests negative, this can be put in with the normal waste</li> <li>▪ If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste</li> <li>▪ 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</li> </ul>	
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				<ul style="list-style-type: none"> <li>▪ First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of COVID - 19 may qualify for a 3-month extension.</li> </ul>	
6	Pre-existing health conditions	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable (CEV) staff and pupils should work/learn from home.</li> <li>➤ The revised guidance states:               <ul style="list-style-type: none"> <li>• ... staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Staff ... who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</li> </ul> </li> <li>➤ Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. School leaders should try as far as practically possible to accommodate additional measures where appropriate. Staff risk assessments to be reviewed with regards to updated advice, in the week beginning 09.11.20.</li> <li>➤ <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> </ul>	Low



				<ul style="list-style-type: none"> <li>➤ As essential workers, Support and Teaching staff can apply for a Covid-19 test on the government portal:  <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></li> </ul>	
7	Hygiene practices	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Staff are informed that the number of people using toilet facilities at any one time is restricted and to ensure 1 metre+ distance is maintained between people when queuing</li> <li>➤ Strict hygiene measures are applied throughout the school</li> <li>➤ Implement cleaning regimes for toilet facilities, particularly attention to door handles, locks and the toilet flush levers are increased throughout the working day, involving pupils.</li> <li>➤ Need to ensure the highest possible levels of hygiene in public toilet areas.</li> <li>➤ Each provision to develop systems for pupil and staff handwashing</li> </ul>	Low
8	Coronavirus - Working in close proximity: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Staff, pupils and visitors on site will be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 1 metre+ rule whilst on site</li> </ul> <p>Where 1 metre+ social distancing cannot be achieved, work will not be considered necessary. HoPs/AHoPs to conduct a building survey to determine how many adults and pupils can safely be catered for within the building. Review cohort size, curriculum delivery and available teaching spaces to ensure that COVID safety is maintained, within the revised System of Controls. HoPs to discuss alternative staff deployment and timetable options with Headteacher.</p>	Low



				<ul style="list-style-type: none"> <li>➤ The adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness staff shielding, vulnerable person or self-isolation</li> <li>➤ Face coverings will be worn by all adults and children in communal areas and corridors, and within classrooms, where social distancing is not possible.</li> <li>➤ Consider which activities will be more difficult or not possible to do in school due to social distancing rules, and whether there are workable alternatives.</li> <li>➤ PE staff to review: <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> Develop risk assessments in line with sport national governing bodies and latest DfE recommendations (to promote pupil wellbeing)</li> </ul> </li> <li>➤ After school and holiday activities can resume, following end of national lockdown. Activities will be individually risk assessed.</li> <li>➤ Ensure volunteers and supply staff are aware of control measures.</li> <li>➤ The DfE recommends all educational visits are suspended during this period.</li> </ul>	
9	Rooms are over populated and do not allow social distancing	Staff, pupils.	High	<ul style="list-style-type: none"> <li>➤ Layout each room (desk and work stations) to facilitate social distancing, with front facing desks. Use visual cues (e.g. tape) where possible</li> </ul>	Low



				<ul style="list-style-type: none"><li>➤ Where possible, remove unnecessary furniture, so that the layout is clear</li><li>➤ Where possible, remove soft furnishings that are difficult to clean</li><li>➤ Signs on door of each room to indicate how many people should be in the room at any one time. This should include staff only rooms and reception/lobby areas</li><li>➤ Prop doors open (subject to safeguarding and fire considerations), to avoid over use of handles/door plates</li><li>➤ Reposition furniture so that people are not sitting facing one another – including offices</li><li>➤ If it is not possible to reposition office staff at a 1 metre+ distance, erect screens to separate</li><li>➤ Signage to request people to NOT enter rooms unless absolutely necessary. This must include offices. Consider alternatives (e.g. speaking through a hatch, talking from the corridor, using email/phone)</li><li>➤ Consider how outdoor spaces can be used for learning, breaks and meetings</li><li>➤ Reduce the frequency of physical meetings (including briefing sessions), with staff groups. In all cases, consider:<ul style="list-style-type: none"><li>• Is the meeting necessary? Can information be shared in another way? Is it possible to hold the meeting remotely?</li><li>• If it is necessary to hold a physical meeting consider: the number of people in the meeting, the size of the room, ventilation, whether social distancing is possible, whether there are any clinically vulnerable people required in the meeting, whether the length of the meeting can be reduced.</li></ul></li></ul>	
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10	Moving around the building - increased contact risk as people transition from one area to another	Staff, pupils.	High	<ul style="list-style-type: none"> <li>➤ Overarching principle is to reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:             <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the layout of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum                 <ul style="list-style-type: none"> <li>➤ Adhere to System of Controls (within guidance)</li> <li>➤ Pupils groups to remain in a home base for as long as practical. Staff to move between rooms</li> <li>➤ Stagger breaks etc so that groups are not moving at the same time</li> <li>➤ Where corridors are narrow, passing zones are marked out and utilized at some provisions</li> </ul> </li> </ul> </li> </ul>	Low
11	Using resources	Staff, pupils.	High	<ul style="list-style-type: none"> <li>➤ Provide each pupil with a stationery set</li> <li>➤ Each staff member to carry their own stationery set</li> <li>➤ Shared resources and equipment to be cleaned regularly</li> <li>➤ Each staff member to have their own PC keyboard and mouse. This should move around with them as they work</li> <li>➤ Ensure all IT is in full working order, alongside provision of individual staff keyboards.</li> <li>➤ Limit amount of take-home resources</li> </ul>	Low





				<ul style="list-style-type: none"> <li>➤ Facilitate wipes for frequently used areas, such as photocopiers etc, to be cleaned down after each use</li> </ul>	
12	Raising awareness	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Clear <b>official</b> signage at entrances, and around the building re not entering if you have symptoms</li> <li>➤ Information provided to all staff, pupils and parents re how to access tests, if they develop symptoms</li> <li>➤ Education programme delivered to all pupils re protective measures. This should include the safe use of face coverings and responsibility for the health and safety of others.</li> <li>➤ CPD programme undertaken for staff re COVID-19</li> </ul>	Low
13	Pupils not complying	Staff, pupils.	High	<ul style="list-style-type: none"> <li>➤ Senior staff to undertake risk assessments for pupils who are not willing / unable to comply with protective measures. Headteacher to determine whether it is possible to educate the pupil on site, or whether it is appropriate to make other arrangements for them</li> <li>➤ Require pupils returning to sign a COVID-19 home-school agreement.</li> <li>➤ COVID-19 Behaviour Management addendum clarifies expectations and approaches</li> <li>➤ An overview of the revised guidance and implications for changes in practice has been discussed with school leaders and shared with staff via a G-Suite briefing on 06.11.20.</li> </ul>	Low



	<b>Pupil support and well-being (including approaches to teaching and learning)</b>				
14	Staff are unaware of significant events that may have impacted on the pupil whilst away from school (e.g. family members as frontline workers, illness, bereavement).	Pupils	Medium	Conversations held with parents/carers at the earliest possible point, using agreed question format, to capture an overview of the experience of the pupil and family during time away from school. Mental Health First Aiders used to support those with greatest needs. Referrals to supportive services made, as appropriate.	Low
15	Pupils' concerns are not addressed and this affects their well-being and ability to learn. The positive aspects of their experience of lockdown are not captured and built upon.	Pupils	Medium	The curriculum to be revised and the pandemic used as a learning opportunity: <ul style="list-style-type: none"> <li>• Pupils' experiences</li> <li>• Project based learning around the virus – creative writing, science, sustainability</li> </ul> A comprehensive PSHE programme responsive to pupils' needs	Low
16	Pupils are physically unprepared for the transition to school.	Pupils	Medium	Allow time for pupils to physically adjust to the school day: <ul style="list-style-type: none"> <li>• Plan PHSE and/or play activities in the afternoon</li> <li>• Provide regular snacks</li> </ul>	Low
17	Pupils have low motivation and/or have lost a sense of themselves as learners.	Pupils	Medium	Renew pride in learning – teaching team to acknowledge there will be gaps and help them to make progress towards their goals. Use creative methods for extension work, where possible – e.g. TED talks.	Low
18	Pupils become overwhelmed with the academic work.	Pupils	Medium	Teachers to be guided how to approach academic work in early stages of return to school – no formal assessments, leaving more challenging concepts until later etc.	Low



19	Staff are unaware of possible issues and how to provide support	Pupils	Medium	Guidance provided to staff (in a variety of forms) re the possible range of impact of the pandemic on pupils. School leaders available to signpost staff to appropriate methods to support pupils' anxieties. Teachers provided with guidance re a positive approach to planning a transition curriculum.	Low
	<b>Supporting SEND pupils</b>				
20	Pupils feel unsettled by the return to school and are unable to fully participate in school life.	Pupils with SEND	Medium	Senior staff to ensure that pupil's SEN are discussed with SENCo/Assistant SENCo, so that reasonable adjustments are made, and no child is disadvantaged as a result of their SEND.	Low
21	Pupils feel disorientated due to changes to school day.	Pupils with SEND	Medium	Staff to create visual timetables.	Low
22	Pupils' behaviour is not up to expectations in the initial period of return.	Pupils with SEND	Medium	Provide messages to pupils, in a method appropriate to their particular SEN, re expectations and behaviour. This should include information re protective measures and social distancing. Consider implementing an induction programme for individual pupils. Staff reminded to exercise some patience as pupils adjust.	Low
23	Pupils are unable/unwilling to comply with protective measures and raise the risk to themselves and others.	Pupils with SEND	Medium	Senior staff to complete risk assessments for pupils who are unwilling/unable to comply with protective measures. Headteacher to determine whether it is possible to educate the pupil on site, or whether it is appropriate to make other arrangements for them.	Low
	<b>Transition arrangements for pupils moving to the next stage of their education</b>				
	<b>Staff support and well-being</b>				



24	Staff feel pressured and are unclear where to access additional support.	Staff	Medium	<p>Remind staff of guidance issued during lockdown re: EAP, Good Thinking and healthy working at home practices.</p> <p>Provide support via 1-1s with school leaders (use these to monitor staff well-being), and supervision sessions, where appropriate.</p> <p>Consider individual staff needs when considering staff deployment, with particular consideration of the 9 protected characteristics.</p> <p>Hold structured conversations with individual staff and use the Croydon TPA agreed model COVID-19 staff risk assessment, (with additions from BAME-ED), to record reasonable adjustments.</p>	Low
25	Teachers are unclear of expectations and feel unnecessary pressure as a result.	Staff	Medium	<p>Provide teachers with guidance re expectations for teaching and learning (as above), including measures to reduce workload, e.g.:</p> <ul style="list-style-type: none"> <li>• Verbal feedback rather than marking books</li> <li>• Not implementing formal assessments too early</li> <li>• Staff meetings that focus on pupil and staff wellbeing rather than development plan issues</li> <li>• Allow staff who wish to work on curriculum-based developments to continue.</li> </ul>	Low
26	Staff feel a pressure to implement 'business as usual' too early.	Staff	Medium	<p>Provide a clear message to staff that the focus is on reengaging pupils in face-to-face learning and addressing their wellbeing. Ensure all are clear of the need to take things slowly and be patient.</p> <ul style="list-style-type: none"> <li>▪ Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation</li> <li>▪ Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed</li> <li>▪ Staff are reminded of the availability of their Employee Assistance Programme – Workplace Options</li> </ul>	Low



				Staff and school have access to official guidance from DfE and Public Health England.	
27	Staff feel that they are unable to influence (COVID-19 relevant) practices and procedures.	Staff	Medium	Allow staff regular formal and informal opportunities to feed into the review of the risk assessment, action plan and new procedures to adapt to the pandemic. Staff Wellbeing Group to liaise regularly and consider ways to 'lift staff'.	Low
	<b>Premises</b>				
28	Coronavirus – Premises maintenance tasks: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds</li> <li>➤ Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social distancing rules will apply</li> <li>➤ Contractor visits to be limited to one day per week for all provisions</li> <li>➤ Following initial pupil induction re handwashing procedures, need to make all attempts to ensure this is maintained.</li> <li>➤ Ensure cover arrangements are in place for site manager.</li> </ul>	Low
29	Premises staff working alone on site: illness, accidents, lack of contact and supervision.	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Contact procedures are agreed, e.g. when the lone worker has safely left the site, a text message is sent to an agreed contact by a specific time</li> <li>➤ Employees who may work alone are provided with training in safe working procedures</li> </ul>	Low



				<ul style="list-style-type: none"> <li>➤ A specific lone working risk assessment has been carried out, high-risk work is avoided, including work on electrical equipment, work at height, confined space entry etc.</li> </ul>	
30	Legionella	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Regular routine maintenance will continue as normal including additional weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment</li> <li>➤ In addition, the location of infrequently used outlets will be reviewed, bearing in mind the change in occupancy of the premises. Any additional infrequently used outlets will be added to the list of infrequently used outlets to be flushed weekly</li> <li>➤ If regular maintenance cannot be fulfilled then additional control measures will be introduced, such as locking showers or removing shower heads (if applicable) to prevent an aerosol generation</li> <li>➤ Approx. 1 week before re-opening after a lengthy closure, a competent water treatment specialist will be commissioned to assess and take appropriate remedial action as necessary to certify the complete system for all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied</li> </ul>	Low



31	Gas – Risk of leaks and build-up of gases	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Where gas equipment is not in use, the gas supply to the equipment will be isolated.</li> <li>➤ Where gas equipment has not been used for a lengthy period, equipment will be inspected by a competent person who will take appropriate remedial action to ensure gas equipment is safe to use before it is put back into service</li> <li>➤ Planned gas safety checks, including gas detection and/or interlocking will continue as planned</li> </ul>	Low
32	Kitchen equipment that holds water – risk of contamination due to bacterial growth	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ To minimise the likelihood and severity / extent of bacterial growth, kitchen equipment that holds water, e.g. dishwashers or combination ovens, will be run through a full cleaning cycle at least once per week</li> </ul>	Low
33	Security – Risk of accidental or malicious damage to premises or equipment	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Low use areas will be checked regularly these checks will be completed due to the change in use of various areas. Access to certain closed areas will be restricted to authorised relevant staff.</li> <li>➤ Additional checks will be performed to ensure that access control and lockdown systems are operational across the School</li> <li>➤ The advice from service providers that have remote monitoring stations (response centres) - i.e. intruder alarm/ lift/ fire alarm companies, etc. - will be followed and keyholder information to respond to out of hours incidents will be updated, as necessary</li> </ul>	Low



34	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants.	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off</li> <li>➤ Where possible, occupied room windows will be open slightly and more widely during breaks to allow circulation. Consideration to be given to adaptations to uniform in cold weather periods.</li> <li>➤ Ventilation to chemical stores will remain operational</li> <li>➤ Drainage systems will be checked to ensure traps have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers</li> </ul>	Low
35	Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Procedures are in place to postpone non-essential maintenance</li> <li>➤ Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified</li> <li>➤ Visiting contractors are advised they should adhere to social distancing requirements and keep at least 1 metre+ distance when attending site</li> <li>➤ PPE will be disposed of in the normal way unless coronavirus contamination is expected</li> <li>➤ Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems</li> </ul>	Low





				<ul style="list-style-type: none"> <li>➤ Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction</li> <li>➤ Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site</li> <li>➤ Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the School.</li> </ul>	
36	Breaks and access to canteens/rest areas:	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Break and rest times are staggered in order to reduce congestion and contact.</li> <li>➤ Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products</li> <li>➤ Enhanced cleaning measures of drinking water tap mechanisms should be in place</li> <li>➤ Hand cleaning facilities or hand sanitiser are made available at the entrance to any room where people eat and should be used by staff when entering and leaving the area</li> <li>➤ A distance of 1 metre+ should be maintained between users</li> <li>➤ Any tables used are cleaned between each use</li> <li>➤ Provide lunch and snacks to pupils that requires minimal handling (ready made bulk buy deliveries to school where possible)</li> <li>➤ All previously shared kitchen implements to be inaccessible and replaced with single use, disposable items. Need to agree</li> </ul>	Low



				arrangements for cleaning regime for communal kitchen items at each provision.	
37	Lack of hygiene: risk of cross infection/contamination of COVID-19	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Strict hygiene measures are applied throughout the School, i.e. as per Public Health England advice on washing hands more often and for 20 seconds, using soap and water or hand sanitiser when:</li> <li>➤ Coming into School or arriving home</li> <li>➤ Blowing nose, sneezing or coughing</li> <li>➤ Visiting other places</li> <li>➤ Eating or handling food</li> <li>➤ Hand sanitiser is available to all staff and should be used</li> <li>➤ Hand and respiratory hygiene notices are posted around the School and should be followed by all staff and pupils</li> <li>➤ Any staff or pupil experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance</li> <li>➤ Any staff or pupils living in a household where someone is displaying symptoms will be required to follow the latest Croydon protocol</li> <li>➤ If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted</li> <li>➤ The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings'</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a></p>	Low



				<a href="#">decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	
38	Coronavirus – cleaning tasks: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, lift / door call panels and an enhanced cleaning regime is in place in communal toilets</li> <li>➤ Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff</li> <li>➤ Deep cleans will be performed if there is an identified case of Covid-19 in school</li> <li>➤ An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.).</li> <li>➤ Hand sanitisers have been placed in all classrooms and around the workplace</li> <li>➤ Extra hygiene measures (handwashing etc.) are enforced</li> <li>➤ Multi-use hand towels are not used to dry hands</li> <li>➤ Respective information has been provided to staff</li> <li>➤ Incidents reported as per school procedure</li> </ul>	Low
39	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> <li>➤ The school should be closed down with no access for 72 hours where at all possible</li> <li>➤ All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> </ul>	Low



40	Introduction of mass asymptomatic testing	Staff and pupils	Med	<ul style="list-style-type: none"> <li>➤ Testing introduced in line with government requirements from w/c 11.01.21, includes full training of testing team.</li> <li>➤ Pupils offered 2 lateral flow tests. Staff offered weekly testing.</li> <li>➤ Serial testing, (for close contacts of confirmed cases), will not be employed.</li> </ul>	Low
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COVID-19 controls declaration	COVID-19 Secure declaration poster for schools to display in the reception <ul style="list-style-type: none"> <li>▪ <a href="#">Link: Covid-19 Secure Poster:</a></li> </ul>
Policy Reviews – COVID19 addendum	Implement addendum to Safeguarding Policy and COVID-19 Behaviour Management addendum.

**Risk Rating : if left with High or Medium after the controls, Please use the use Action Plan below**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less severe: minor injury, short-term ill health with no lasting effects, action required in a specific timeframe, normally within 3/6 months, maybe sooner depending on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date