

Risk Assessment for Coronavirus (Working Practices) December 2021 (updated 01/12/21)

Identified Hazards		Initial Risk Rating	Existing Control Measures (select/detail all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
School Name Silverdale		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location/Activity: (as applicable) Whole School		Staff	✓	Vulnerable People	✓	Volunteers	✓
Hygiene and cleaning – transmission of virus	H	All high contact surfaces (door handles, push plates, handrails etc) are cleaned regularly throughout the day.	✓	BSSM to continue to liaise with VFM to ensure this is being done.	L		
	Cleaning of all used areas is performed between uses and at the end of each day/session	✓	Continue cleaning of classrooms daily, and core equipment between year group bubbles.				
	Toilet checks are conducted throughout the day – cleanliness and soap provision	✓	VFM continue to check and monitor stock.				
	Soap provided in all toilets	✓	As above				
	Information and guidance on hand washing posted in all student and staff toilets	✓	Posted at key entry/exit and food servery points around school.				
	Information and guidance specifically related to coronavirus posted in all student and staff toilets	✓	BSSM to monitor and ensure VFM continuing.				
	Regular cleaning of toilets throughout each day and food preparation areas	✓					
	Combined detergent and disinfectant solution or chlorine based cleaner used	✓					
	Additional hand washing and sanitisation facilities provided for school events	✓					
	Staff and students and visitors sanitise or wash their hands upon entering and leaving the building, after each teaching session and after breaks and lunch (eating)	✓					
	Students encouraged to wash their hands after using the toilet	✓					

		Hand sanitiser is provided at all key entry and exit points – fixed to wall or floor standing	✓	<p>Sanitiser stations to remain at key entry/exit points and in classrooms.</p> <p>Sanitisation station (desk) at entry to each classroom students to pump on way in to each lesson supervised by teacher. Hand sanitiser and non alcohol wipes to continue to be provided in each classroom / office and workspaces.</p> <p>HoD Practical subjects to continue to monitor procedure/RA and communicate expectations with staff/students</p> <p>Taylor Shaw to continue in conjunction with School.</p> <p>Wipes provided in shared work spaces and new stock obtained when needed via reception.</p> <p>Don & Doff posters and video provided.</p> <p>Posters to remain displayed in all classrooms and offices.</p>	
		Hand sanitiser provided in every classroom and office areas – fixed to wall or floor standing	✓		
		Non-alcohol hand sanitiser to be provided in science, food tech and technology workshops.	✓		
		Bin liners to be used in all bins	✓		
		Procedure in place for teachers to clean equipment used in lessons (PE, Art, Music, Technology, Science, IT).	✓		
		Each classroom supplied with blue roll and spray for option for pupils to wipe their own desks after use and/or on entry	✓		
		Dining room surfaces cleaned regularly and between sittings	✓		
		Workstations are not shared by staff wherever possible, or are sanitised between use if this is not possible.	✓		
		Where appropriate PPE is provided to staff – cleaners, catering staff, medical room staff, practical subjects standard use	✓		
		Staff are trained on how to safely put on and take off PPE	✓		
		COSHH assessments for sanitiser and cleaning products are all up to date	✓		
		Information and guidance specifically related to catch it bin it kill it posted in all classrooms and office areas	✓		
Social Distancing	H	Staff are encouraged to maintain their distance from each other and comply with current Public Health guidance. (Which may be subject to change).	✓	<p>Vinci along with school staff to ensure windows and where possible doors, remain open for ventilation. Toilets without windows for ventilation – doors to remain open to allow for air flow.</p>	L
		If close contact with students is unavoidable this is limited as much as possible.	✓		
		Ventilation is sufficient in all work spaces, offices and classrooms	✓		
		Ventilation in areas like toilets and close confined spaces	✓		

PPE – face coverings	H	Face coverings are required to be worn by all building occupants (unless exempt) whilst in communal and circulation areas. (This may be subject to change on Public Health advice.)	✓	Monitoring of face coverings as students enter school in a morning and then throughout the day during break and lunches. Masks are available to students or staff who don't have them via student reception or upon entering school in a morning, from the meet and great team on duty.	L
		Staff working in busy areas (eg corridors, dining halls etc) are required to wear a face covering (unless exempt) (This may be subject to change on Public Health advice.)	✓		
		Face coverings are not required to be worn in classrooms but students and staff can do so if they wish**	✓		
		Staff undertaking close work with students advised to wear a face covering	✓		
		Procedure in place for disposal of worn face coverings and those dropped in the school building or on the school grounds.	✓		
		Those staff doing first aid required to wear PPE.	✓		
Visitors/parents – transmission of virus	H	No visitors allowed on the school site if they are displaying symptoms of covid-19.	✓	Current temporary screens to remain in place, until permanent screens in place. VFM to continue. Reception will continue to manage and provide sanitising facilities. Communicated to staff as part of start of term summary from HoS.	L
		Screen or barrier is in place to protect reception/office staff (optional at each site if removable eg Silverdale).	✓		
		Regular cleaning and disinfection of common areas such as waiting area, meeting rooms and visitor toilets. Including any intercom systems.	✓		
		Systems in place to monitor who is and who should be on site and deal with those arriving at site.	✓		
		Clear signage on display in reception areas to guide visitors about where to go and what to do.	✓		
		Staff encouraged to continue to hold meetings over conference calling or online where possible/more beneficial or efficient, unless it is impractical.	✓		
Contractors – transmission of virus	H	Contractor visits to site scheduled outside of school hours where possible.	✓	Managed via VFM procedures with separate access point.	L
		Contractors wash or sanitise their hands upon entering and leaving the site.	✓		
		Contractors reminded to wash or sanitise their hands at regular intervals whilst on site.	✓		
		All areas visited by contractors are thoroughly cleaned following the completion of any work.	✓		

Transport to and from school – buses/public transport	H	Students and staff encouraged to walk or cycle to school.	✓	Park & Stride issued and on Website, bike stores available – later start time so bus travellers avoid rush hour buses Screen now in minibus and fogging machine to be used after each use.	M
		Students and staff told to ensure they follow guidance at all times whilst on any form of transport.	✓		
		Students advised to use hand sanitiser used upon boarding/disembarking.	✓		
		Additional cleaning of vehicles in place on dedicated transport.	✓		
		Students follow company policy on face coverings whilst on transport.	✓		
		System in place to safely dispose of face coverings when students arrive in school.	✓		
Teaching and Learning - general	H	<p>Practical subjects: Teachers will use their professional judgement and adapt their lessons to ensure the following:</p> <ul style="list-style-type: none"> • Science, D&T, Food and Art – undertaken under specific guidance • PE – prioritisation of outdoor lessons • Performing Arts and Music – following specific guidance for equipment and each specific performance type 	✓	<p>Practical subjects have in place clear documented protocols for managing the risks during Covid that comply with current DfE guidance and school expectations. Protocols are communicated to staff/students to ensure they understand expectations.</p> <p>Current posters and signage to remain in place.</p> <p>Staff to ensure windows and doors remain open for ventilation.</p> <p>Tried and tested procedures in place if needed.</p>	L
		Equipment (sport, science, technology, art) is cleaned regularly.	✓		
		Tissues provided in all rooms used and students encouraged to use them. Catch it, bin it, kill it.	✓		
		Appropriate signage is displayed in all rooms to encourage personal hygiene.	✓		
		Staff encouraged to wash or sanitise their hands after handling any student work.	✓		
		The rotation of staff is reduced as much as possible to limit staff exposure to multiple students/groups.	✓		
		Good ventilation is maintained at all times in all teaching spaces.	✓		
		Systems in place to facilitate remote teaching and learning in the case of a targeted, local or national lockdown or student groups self isolating.	✓		

Teaching and learning – specific – practical subjects		Follow specific guidance relating to that subject area/activity.	✓	Provided and new stock obtained when needed via reception Dept responsible for ensuring cleaning between uses takes place.	M	
		Good ventilation in the classroom maintained at all times – natural or air con.	✓			
		Staff and students wash hands before and after handling equipment.	✓			
		Hand sanitiser provided in all teaching areas.	✓			
		Machines and fixed equipment is cleaned after each practical lesson.	✓			
		Emergency PPE pack prepared for each room containing: gloves, fluid resistant face mask, disposable apron, plastic bags.	✓			
Dining Room – lunchtimes – transmissions of the virus	H	Food and drink only to be consumed in designated areas.	✓	Taylor Shaw / Vinci to continue.	M	
		Food and drink not shared by both students and staff.	✓			
		Surfaces (eg tables) in dining room are cleaned regularly and between sittings.	✓			
		Food preparation is done in line with food standards and guidance.	✓			
		All catering staff wear gloves at all times whilst preparing food.	✓			
		Serving areas are protected against contamination.	✓			Taylor Shaw to manage in line with their procedures.
		Tills and finger print readers are cleaned regularly – students wash or sanitise their hands prior to paying using their finger.	✓			Taylor Shaw to manage in line with their procedures.
		Till areas and staff at till areas are protected. (optional for school setting)	✓			Taylor Shaw to manage in line with their procedures.
Administering first aid and medicines	H	If lower staff levels – it is ensured that sufficient first aid cover is provided at all times.	✓	2 staff members have now completed the 3 day first aid training to increase capacity. 4 staff now fully first aid trained and several other staff have basic first aid training. . Where intimate or close contact care to be provided staff are informed to wear PPE available for all times during the contact.	M	
		PPE is available for all staff who administer first aid – where close contact with a student is necessary.	✓			
		PPE available - gloves, aprons, masks and face shields.	✓			
		Staff have been trained in putting on and taking off PPE.	✓			


		Staff ensure they wash their hands after administering first aid.	✓	Fogging machine now purchased for easy cleaning. Extra 2 medical rooms on stand by to be used, if needed.	
		Medical room and/or affected area of school is cleaned upon completion.	✓		
		Waste and PPE is double bagged prior being disposed of and put in clinical or external waste.	✓		
		If staff are to provide intimate care appropriate PPE worn at all times.	✓		
Home visits	H	Home visits are only undertaken if absolutely necessary.	✓		L
		Staff use judgement on whether to enter student's homes and would only do so if the household is not isolating.	✓		
		Lone working procedures adhered to at all times whilst on home visit.	✓		
Emergency Evacuations	H	Sufficient staffing is available to conduct a full, safe evacuation of the premises.	✓	Where fire warden is not available these areas will be deemed priority upon arrival of fire service.	M
		Any changes to usual emergency evacuation procedures have been communicated to staff and students – especially changes to assembly locations.	✓		
Deliveries	H	Drivers wash or sanitise their hands before unloading goods and material.	✓	Requirements on all POs issued	L
		Delivered items are left in a safe, secure area.	✓		
		Staff do not sign for deliveries.	✓		
		Staff members wash or sanitise their hands after handling deliveries.	✓		
		Deliveries are kept to a minimum.	✓		
Possible case of covid-19 -	H	Information given to staff about what symptoms to look out for.	✓	Communications issued and guidance on website.	L
		Any member of staff or student displaying symptoms should be sent home immediately.	✓		

		Provision to place anyone with symptoms awaiting collection in a well-ventilated room to isolate them from others – assess if supervision is required.	✓	All contact via Head of School Information collected via pastoral tea, and relevant related process followed. Current record procedures to be followed. To be managed by HoS and BSSM if and as required.	
		Government advice followed for students or staff who need to self-isolate or shield.	✓		
		All areas where a person who has displayed symptoms is appropriately cleaned.	✓		
		Procedures in place for contacting Public Health England when required.	✓		
		Guidance provided to staff and parents about tests and self isolation.	✓		
		Records kept of students and staff who have shown symptoms.	✓		
		Outbreak Management Plans in place under local Authority and Public Health Guidance when necessary.	✓		
Attendance – students not coming into school		All students expected to come into school unless isolating or ill.	✓	Procedures are in place with the attendance team.	L
		Procedures in place for recording absence and specific coding in place for coronavirus.	✓		
		Communication of clear and consistent expectations to parents for attendance at school and remotely.	✓		
Behaviour – expectations and conflict management	H	Behaviour policy reviewed and updated with clear expectations around covid controls.	✓	Addendum to policy has been shared with staff and students	M
		Clear consequences set out for deliberately breaking covid rules.	✓		
		Clear communication to staff, students and parents on expectations linked to covid rules.	✓		
		Additional support provided to those students struggling with returning to school or the new requirements on them.	✓	Robust wellbeing programme in place with student support	
Staff availability	H	Ensure sufficient staff available to maintain staff/student ratios.	✓	Staffing needs and availability closely monitored by HoS.	M
		Staff aware of absence reporting procedure.	✓		
		Support provided to those employees who may be anxious about being on site.	✓	Individual support provided where needed, agreed with HR / BSSM / HoS	

		Assessment of critical minimum staffing level completed – first aid and admin support plus teaching provision.	✓	To be monitored by HoS and BSSM.	
		Where staff can work from home (business/central admin roles) they are encouraged to do so	✓	Communications sent out to all staff.	
		If needed staff rota set up to ensure key tasks are covered and limit numbers	✓		
Business services staff – office based	H	Workspaces and IT not shared where possible, where they are they are identified and cleaned before and after use by staff user.	✓		L
		Hand sanitiser used before and after using shared printing MFD devices.	✓		
Testing	H	Staff and students issued with a home self testing kits as provided to school – record of distribution is kept.	✓	Collected from reception by staff. Students home tests kits provided within form time.	
		Students are tested on site upon return to school and prior to starting formal lessons on site.	✓	Details of testing within school for September has been communicated to staff, students, parents and carers.	
		System in place to ensure that students are tested twice on site 3-5 days apart upon returning after summer break.	✓	Plan in place, communications have been issued to staff, students, parents and carers.	
		Procedures in place for test administration and recording.	✓	Procedures in place monitored by BSSM and HoS.	L
		System in place for dealing with any student who tests positive.	✓	BSSM and HoS to manage and monitor.	
		Students and staff continue testing at home twice a week until further national guidance is received.	✓	Managed by HoS and BSSM. Relevant communications have been issued and reminders planned to be sent out. Once 2 tests completed within school at the start of term in September, students will then continue to be provided with home tests kits in form time.	

Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed before controls implemented and once in place - Assessment is of the likelihood and impact of risk (e.g. injury, damage etc).

Other Hazards Identified	Additional Control Measures to be Put in Place
Any other foreseeable hazards (not identified above) that are associated	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i> ** current guidance is for all students to wear masks in classrooms as at 13/12/2021

with the activities being carried out to be listed here.					
Date of Assessment:	15/12/2021	Carried out by:	Kelly Pardoe	Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Health & Safety Policy • Coronavirus Operating Procedures • Site Management Handbook • Lone Working Procedures 				