

Risk Assessment – Covid-19 (Autumn Term Reopening)		20.08.20 v2	Banstead Prep School
Responsible Person	Mike Gibb – Headteacher		
Other Persons Involved	Deputy Head and Business Manager		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

Commented [SM1]: This template risk assessment draws on the principles outlined in the Group Risk Management (HS) Policy.

These comments are designed to help with completing the assessment and should be removed prior to submission/finalising the RA. Likewise, any text in red indicates where action is required by the school/nursery.

Commented [SM2]: Involving other persons helps contribute towards a suitable and sufficient risk assessment and for consultation with employees.

Commented [SM3]: The revised DfE guidance is now synchronised between primary, secondary, and straight-through schools. While Early Years and Nursery are covered in a separate guidance document, the control measures are consistent between the two.

With the move back to the full curriculum, the sorts of activities being carried out should already be covered in the school's normal risk management arrangements. Schools should review these and update them if any COVID-19 specific controls are required.

As a result, this document need only be used to detail where there are items that are different from normal operation for the school and unnecessary duplication of information should be avoided.

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)?</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> The individual risk assessment is under review. Further details will be released in due course. Any staff who are not required in school and can continue to work from home will continue to do so. Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. School send weekly form to staff and this information collated by School Office. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. To support the testing process, the school have been provided with a supply of home testing kits If the test is positive: <ul style="list-style-type: none"> The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. The staff member must engage with the NHS Test and Trace programme. The staff member must notify the school immediately. The school contact their local Health Protection Team for advice on any further action required in school. The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. If the test is returned negative the staff member can return to school when they feel well enough to do so. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. Staff who are clinically extremely and clinically vulnerable will be required to work and follow the Government's <i>Guidance</i>. Taking particular care to practise frequent, thorough hand washing, respiratory hygiene and minimising contact. Cleaning of frequently touched areas in their home and/or workspace. Staff who live with someone who is clinically extremely vulnerable can attend the workplace. Maintaining social distancing can be observed. Anyone in such group to be reviewed on a case-by-case basis by the Head. 	Y	Y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. To support the testing process, the school have been provided with a supply of home testing kits. 	Y	Y

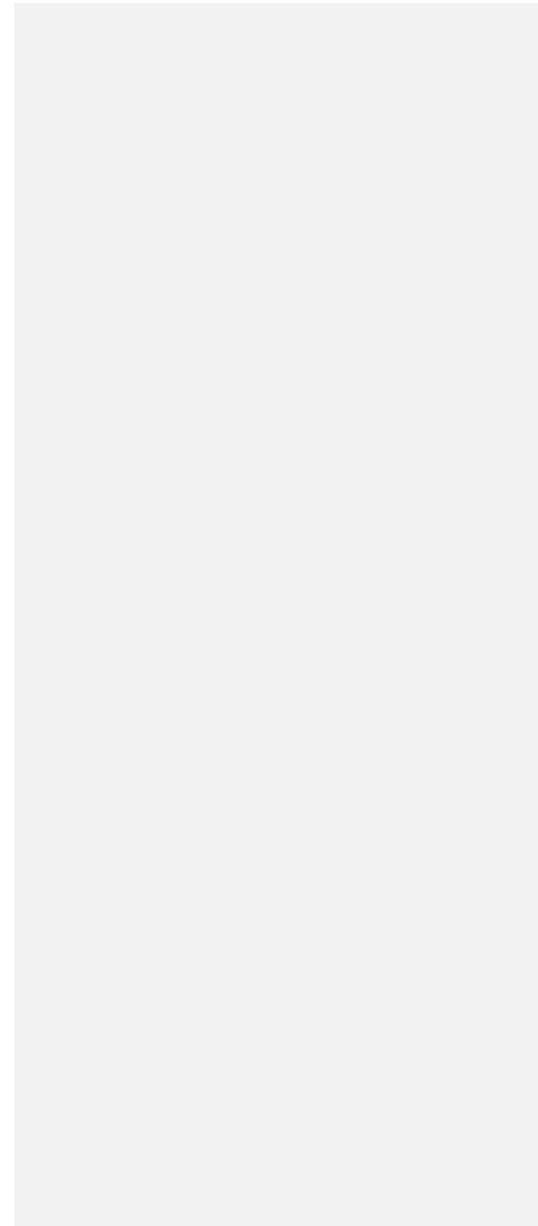
			<ul style="list-style-type: none"> Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. A negative result means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. The majority of pupils will be able to return to school and will not be shielding or self-isolating, this will be reviewed on a case by case basis as there may be a small number of pupils who will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Details of local procedures communicated to all visitors before they come to site. Parents advised to drop children off alone, i.e. not to come with partners or family Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. Staggered drop off and pick up. Parents to remain in cars where possible. Parents will be reminded to email school rather than visit in person Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Peripatetic Teachers and Club providers will be allowed on-site but must follow school arrangements to manage and minimise risk, including taking particular care to maintain distance from other staff and pupils. Singing and Wind Instrument lessons must not take part face to face, but side to side with 2m social distancing in place. These lessons are still under review and unlikely to be happening in the Autumn Term Lettings will only be permitted outside of the school day except by agreement with the Business Manager All hirers are required to declare that their activity meets and can be carried out in line with current COVID-19 guidelines The school will clean hired facilities prior to the resumption of education activities 	Y	Y
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Teacher will report a pupil that is ill they would bring the child to the office and the Office will contact the parent and inform them that the child will need to self-isolate and be tested. 	Y	Y

			<ul style="list-style-type: none"> Teacher will contact Office and SLT if they are feeling unwell. Temperature will be taken, and cover would be found for the class Pupil isolated in secure area in Office Manager Office when awaiting collection in line with government guidelines. Any waste would be double bagged and disposed of. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p>Good Hand and Respiratory Hygiene (key principles to be applied)</p> <ul style="list-style-type: none"> Soap and running water or alcohol-based hand sanitiser to be readily available Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Skin friendly cleansing wipes used for those who need assistance in cleaning hands Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school. School provides tissues and sufficient bins to support disposal of waste. School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Face coverings in school not recommended but are required for those >11 yrs. using public transport – will require control on entry. Risk assessment to be discussed and expectations set at Inset in September Hand Sanitiser in each classroom, office, and shared space Each staff member will have their own hand sanitiser Each bubble has its own toilet Regular reminders on Hand Hygiene 	Y	Y

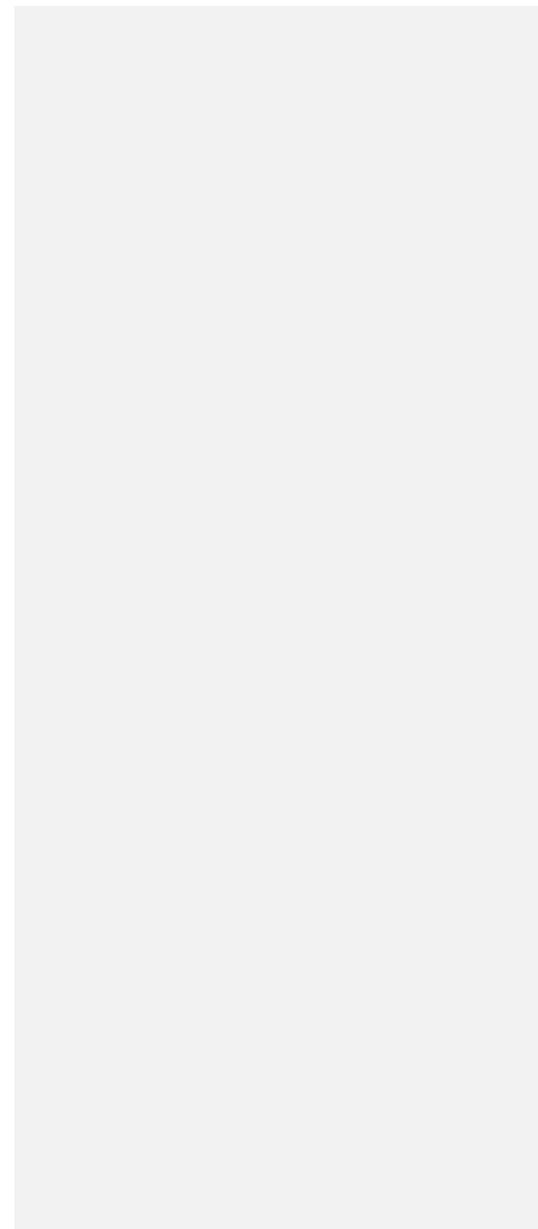
Commented [SM4]: Based on NHS and WHO guidelines. Note there is no minimum alcohol content specified if the sanitiser is alcohol based. The alcohol component is essential in breaking down the virus structure (in the absence of a robust hand washing procedure)

There are no religious concerns with the use of alcohol-based sanitiser. It is a) medicinal in nature and b) contains additional chemicals that render it undrinkable.

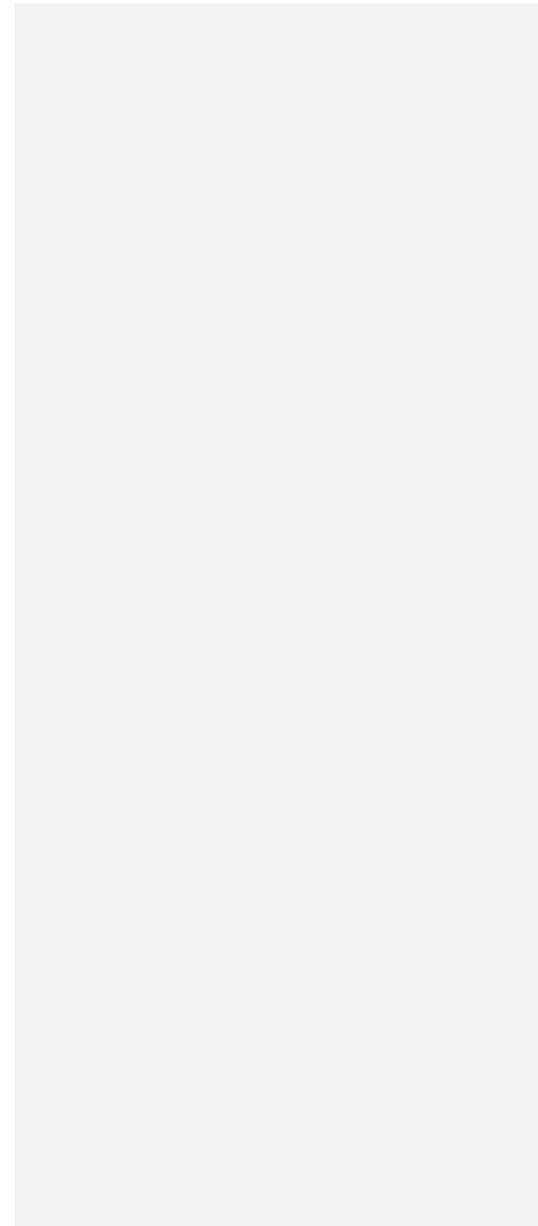
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Primaries and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. ○ Specialist Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone, where possible ○ Education and care support for those with complex needs to be provided as normal, where possible. ○ Children remain in their year group classroom for all lessons where possible. Specialist classrooms to be used but cleaned in between usage. ○ iPad trolleys are a shared resource by bubble. Wipes will be provided to wipe down each iPad before and after use. ○ Specialist spaces – cleaning spray will be provided to wipe down before and after use. Classes will need to finish a few minutes early to enable the next class to prepare before lessons start. ○ Outline of boxes will be laid with tape at the front of each classroom and teachers’ desk as an additional reminder of social distancing, especially for the specialist teachers. 	Y	Y
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies/worship, one group at a time. • Timetable to keep groups apart and minimise movement around the site as much as possible. • Breaktimes to use all possible outside space (timetabled) • Passing the odd person remains low risk but consider pinch-points – one-way system to be used. Black arrows to show one-way system throughout the school. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). <ul style="list-style-type: none"> ○ Fire Evacuation procedure as normal • Staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. • Use of staff room will be minimised and tea and coffee facilities will be available at certain points around school, to help staff socially distance. • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure 	Y	Y



			<ul style="list-style-type: none"> ○ Before break ○ When groups change areas ○ After using the bathroom ○ On leaving or entering a building ● Toilet breaks – All year groups will use their own designated toilets. 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <p><u>Nursery</u></p> <p>It is important that young children settle well and can have the option to be supported by parents/carers on entering our setting. For this to happen safely we will ensure the following:</p> <ul style="list-style-type: none"> ● Parent to agree a specific drop off time with HC prior to arrival if extra settling is needed ● Parent to park on Mellow Close and walk to back gate entrance/exit to meet HC or CB ● HC or CB escort parent and child to the Nursery and enter through the door at the front of the building. ● The classroom to the left of that entrance will be the designated classroom for this drop off. One parent and the child to enter the nursery together accompanied by a member of the nursery team. Limited selection of resources for child and parent to access to help settle. ● Once child is settled, a member of the nursery team will take the child from the parent and go with them into the main classroom, to join the other children. ● HC or CB will escort the parent back to the back-gate entrance/exit point. ● Parent and child will be asked to sanitise their hands using hand gel both on entry and on exit. <p><u>Main School</u></p> <ul style="list-style-type: none"> ● Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. ● Nursery children will use the back gate on Mellow Close to arrive and leave school. If you have older children to drop off, please drop them separately (see below). Nursery will be divided into two pods and will remain in the Nursery building and outside area throughout the day, including for their lunch. As parents will not be allowed on the school site, you will not be able to stay with your child to settle them. The children are familiar with the staff and surroundings, so we are 	Y	Y



			<p>confident that we can help them settle quickly. Of course, if they continue to be upset, we will contact you.</p> <p>At the beginning of the day we will operate a double kiss and drop system on both sides of the carpark.</p> <ul style="list-style-type: none"> • Please do not park, exit your car or walk your child to the gate • Children will be walked to the gate by a member of SLT or the site team (who will use hand sanitiser between each car) and walk straight to their classroom. (Accompanied for KS1 and below) <p>At the end of the day we will operate a double pick up and your child will meet you in your car</p> <ul style="list-style-type: none"> • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y



			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Is not public transport and so 2m or 1m+ social distancing will not apply in Autumn term. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible • If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). 	Y	Y
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) • Parent will be informed of the above 	Y	Y
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups. Removed soft furnishings. • One-way system implemented in corridors and on stairwells. Black arrows applied throughout school. • Timetabled playground space to help with group management and all available space will be utilised. • Various staff room locations will be available to avoid to many congregating. Detail will be shared at Staff Inset. • Review access to print rooms/photocopiers ideally limiting to one person. Use will be as per Summer Term. • Lift not in use for Autumn Term. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups 	Y	Y

			<ul style="list-style-type: none"> • Removal of soft furnishings and soft toys or toys that are hard to clean. • Where multiple staff must occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff do not have to work together ○ Cones used to enforce 2m distancing in school reception and office. • Prohibit shared workstations if robust cleaning cannot be ensured between users • Complete and display the <i>Covid-19 Secure in 2020</i> poster in all classrooms. Taped boxes will be marked at the front of classrooms and around teachers' desk. • All procedures will be reviewed at Staff Inset. 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). • Communicate this risk assessment and its findings to staff and potentially pupils/parents. • Feed the determined approach into the communication strategy. • Staff have access to Group's occupational health and counselling service • Publish the findings of this risk assessment on the school website. • Regular communications with Staff Pupils and Parents • Meet the Teacher Evening will be done virtually at the beginning of term to support parents 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Hand sanitiser to be provided where there is no ready access to a sink with hot water, soap and towels. Individual Hand Sanitiser will be issued to each member of staff and a larger bottle in each room. Cleaning products will be available in each classroom for regular wipe down and this will be recorded by the staff member each time during the day. Teachers will be responsible for their own classrooms • Peripatetic and visiting Staff will be expected to clean before and after each pupil • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • iPads will be used as normal but must be wiped down before and after each use. • Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Cleaning Schedule still be finalised – copy to follow • If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. • In early years frequent cleaning of equipment will take place 	Y	Y

Commented [SM5]: This section is taken from the BEIS guidance as the DfE guidance does not cover support staff functions. Schools are strongly advised to read this document.

Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the classroom, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs. PPE will be disposed of after use. • Aprons will be provided (as well as gloves, masks and goggles) to Nursery • Medication - Parents complete an Administration of Medicine Form and Nursery will hold and administer medication in Nursery all other medication will be held in Front Office. • Logan HW – Diabetic • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). 	Y	Y
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Details of communications strategy and engagement with worker representatives and LGB – Calls and emails with Chair of Governors and copy of the Risk Assessment. • details of how staff/pupils will be trained in the new/temporary arrangements – Staff training will take place in school Inset in September. • Staff will train pupils 1st week back • Parents complaints/violation – due to concern • Highlighted in all communications to parents - Violations will be followed up by a call from a member of SLT 	Y	Y
Maintaining a compliant premise	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and	<ul style="list-style-type: none"> • Use of school premises restricted wherever possible, ideally to single ground floor and limited number of rooms. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. 	Y	Y

		other compliance checks lapsing.	<ul style="list-style-type: none"> Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks as outlined in the ‘Maintaining a Practicably Compliant School’ guidance document must be maintained and will be referred to inform this decision. School to keep a documented record of all PPM tasks that are slipping to support recovery phase. Note that the reopening of the school might need to be delayed until after key compliance tasks have been completed. Head to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern Site restricted – site map colour coded and shared with all staff Contactors process in place 		
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole’s Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text, as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by ParentMail and staff by email 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that are not updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed Fire safety procedures reviewed, and no changes required Staff training scheduled monitored and any slippage identified. Staff Inset Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Y	Y
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis Staff to return all equipment borrowed Communications and regular contact from Line Manager 	Y	Y

Commented [SM6]: The following three rows of the risk assessment are designed to capture those employees who may continue to work from home. If this does not apply in your school, it can be deleted.

First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS. 	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. • Furloughed staff to have keep in touch days with their line manager • Regular wellbeing meetings and staff member on site to assist where necessary in the first instance. 	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Commented [SM7]: Use this section to detail anything that is not currently happening, but which may do in the future.

Assessment completed by:	Sharon Pullen	Date:	20.08.20	Date of next review:	24.09.20
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Commented [SM8]: It is strongly recommended that the first review date be set as the end of day 1. This will have given the school the opportunity to test the control measures in place and find out what is working well and what is not. It is highly likely that changes/updates will be needed at this time.

The next review date might be the end of week 1. Then as things settle down the frequency can be reduced.

Whatever review approach is taken, the audit trail must be preserved to show how the school's approach has evolved over time. The most common way to achieve this is by assigning each assessment with a serial number that increases by one for each iteration.

Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm. Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur, and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is ‘no’ this indicates an area requiring additional control (see below). An alternative way to think of this question would be ‘is the residual risk acceptable’?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning’s Risk Management (HS) Policy requires that all risk assessments be reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.

