

Risk Assessment

Work Activity/ Hazard:	Schools Full Opening COVID-19 Task Based) Risk Assessment	Directorate	Education	Section:	Education & Childcare settings: Schools Sunningdale School
Date of Assessment:	5 th Jan 2021 / 13 th Jan 2021/ 1 st March 2021/ 19 th April 2021	Date to be Reviewed:	May 28th 2021		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

- 1 – 2 No Action
- 3 - 6 Monitor
- 8 - 12 Action
- 15 - 16 Urgent Action
- 20 - 25 Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
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Full School Opening: (based on government guidance) <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

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1) Spread of COVID-19	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)	4	4	16	ACTION: Follow exclusion guidelines. Inform DfE, Public Health England & TfC of any positive contact & follow tracing advice. Social distancing: maintain 2 metre distance between staff where possible. Always maintain social distancing between bubbles. All staff to wear masks in communal areas of school. All staff to wear masks where interacting with therapists, administrative staff and SLT. All classrooms have access to COVID-19 Risk Assessment file (to include guidance on PPE use, disposal and social distancing). Weekly Virtual Staff briefings (Monday/Wednesday 3.30pm) to keep staff up to date dynamically with changes and reminding of protocols. Screens erected at Reception desk to protect administrative staff/ visitors. Pupil start and finish times will be staggered to minimise overlap of transport and parents. Transport arranged with TfC. Parents informed	2	3	6
		People unwell must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.	4	4	16		2	3	6

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		<p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p>	4	4	16	<p>(TfC).</p> <ul style="list-style-type: none"> • Class bubble system consisting of the same children/staff. • All children to have lunches within classrooms. • Outside playtimes to be staggered in line with timetable. • All shared learning areas to be strictly accessed in line with timetable. • Restrict access of external visitors/parents/families • All external visitors to wear face masks & utilise PPE. • Parents wear masks during pick-up/ drop-off • All staff to wear face masks internally within shared areas. • Arrival/ Leaving Monitoring staff to wear Mask, Gloves and Apron • Limited access to Administrative and Office areas of the school building. <p>ACTION</p> <ul style="list-style-type: none"> • Adopt rigorous hygiene protocols. • Hand sanitise on entry to School/Outreach/SENhub and following ‘sign in’. • Wash hands frequently throughout the day. • Clean all surfaces regularly throughout the day before and after use. • Addition of Yellow PPE pedal 	2	3	6

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		Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.	2	3	6	<p>operated bins provided to dispose of PPE, wipes and other materials related to cleaning and handling.</p> <ul style="list-style-type: none"> Lunchtime and post school fogging of shared learning areas/ rooms. All shared learning areas to have box of equipment for cleaning area before and after use. All small equipment in shared areas to be cleaned before and after use. All shared learning areas fogged (as per timetable) at lunchtimes and after school. No bubbles access shared areas (e.g. hall) before it has been fogged and fogging has settled. Visitors to leave contact details when signing in electronically for Track & Trace Additional fogging of entire building on Saturday mornings. Each class to have own supply of hand gels and soaps. <p>ACTION:</p> <ul style="list-style-type: none"> Open windows within rooms on entry. Windows opened to encourage 				
		Provide bins and empty contents at regular intervals	4	4	16			2	2	4
		An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.	3	3	6					
		Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.	4	4	16			2	2	4
		Active engagement with NHS Test & Trace App.	2	3	6					
		Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged	4	4	16		3	2	6	

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		<p>or propped open manually. Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Additional Lunch time cleaning taking place.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick a child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p>	4	4	16	<p>settling of fogging chemicals during specified times.</p> <p><u>ACTION</u> Additional fogging to take place at lunchtimes, after school and Saturday morning.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> Family room to be used if staff member or child becomes unwell and COVID-19 is suspected. Accompanying adult to wear PPE. PPE Bins as identified above. <p><u>ACTION</u> Room to be fogged immediately after use. Unusable for 2 hours.</p>	2	2	4
			4	4	16	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> Family room to be used if staff member or child becomes unwell and COVID-19 is suspected. Accompanying adult to wear PPE. PPE Bins as identified above. 	2	3	6
			4	4	16	<p><u>ACTION</u> Room to be fogged immediately after use. Unusable for 2 hours.</p>	2	2	4

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Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members	Minimise and reduce contacts as much as possible. Pupils are allocated into agreed and fixed groups/bubbles.	4	4	16	ACTION: As above: Social distancing: maintain 2 metre distance between staff where possible. Always maintain social distancing between bubbles.	2	3	6
	Contracting Coronavirus	Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.	4	4	16	All staff to wear masks in communal areas of school. All staff to wear masks where interacting with therapists, administrative staff and SLT. All classrooms have access to COVID-19 Risk Assessment file (to include guidance on PPE use, disposal and social distancing). Weekly Virtual Staff briefings (Wednesday 3.30pm) to keep staff up to date dynamically with changes and reminding of protocols. Screens erected at Reception desk to protect administrative staff/ visitors. Pupil start and finish times will be staggered to minimise overlap of transport and parents. Transport arranged with TfC. Parents informed (TfC). Class bubble system consisting of the	3	2	6

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						<p>same children/staff. All children to have lunches within classrooms.</p> <p>Outside playtimes to be staggered in line with timetable.</p> <p>All shared learning areas to be strictly accessed in line with timetable.</p> <p>Restrict access of external visitors/parents/families.</p> <p>All external visitors to wear face masks & utilise PPE.</p> <p>All staff to wear face masks internally within shared areas.</p> <p>Arrival/ Leaving Monitoring staff to wear Mask, Gloves and Apron.</p> <p>Limited access to Administrative and Office areas of the school building.</p> <p>Each class group will work within a bubble with the same children and staff. There will be no crossover.</p> <p>Timetables will ensure that shared rooms will be cleaned and fogged between use. Teachers undertake PPA away from building.</p>			

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		<p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p> <p>(Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission. NB: visitors carrying out safety critical roles may be required to wear PPE to protect and maintain integrity of Groups)</p>	4	4	16	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Peripatetic teacher's sessions will be stopped or delivered virtually wherever possible. • Therapists will continue to provide specialist therapeutic input outside of class bubble and in full PPE as per guidance: • Contractors will only be permitted access to buildings and grounds where it is absolutely necessary and in isolated areas of the building not to be accessed by staff or pupils. • Emergency contractors will wear PPE. E.g. masks and gloves in communal areas of the school. • Social distancing will be implemented where possible. • utilise strict hygiene controls especially sanitising/washing hands. • Specified movement systems identified with floor markings in shared areas of school. • Staff bubbles will have allocated and isolated areas for lunch breaks. • Screens erected at Reception desk. <p>ACTION:</p>	1	1	1

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		PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.	4	4	16	<p>Addition of Yellow PPE pedal operated bins provided to dispose of PPE, wipes and other materials related to cleaning and handling.</p> <p>Staff to wear PPE for all intimate care procedures and encouraged to wear PPE where possible for behavioural issues that require close contact especially where a child may spit or dribble on staff.</p>	2	3	6
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.</p> <p>Each Group is to avoid contact with other people and other groups.</p> <p>Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible</p> <p>Staff are able to work across groups/bubbles in order to deliver</p>	4 4 2 4	4 4 2 4	16 16 4 16	<p><u>ACTION:</u> Please see above sections regarding class bubble system, strict timetabling of rooms and areas around school; visitors; contractors; teachers PPA arrangements; movement around the building and restricting access to members of the public including families.</p> <p>Additionally: Outreach services (Language and Learning Provision/ Portage) to work remotely.</p> <p>Staff will have specific allocated areas for lunch breaks.</p> <p>Annual Reviews will be undertaken</p>	2 2 2 2	3 3 2 3	6 6 4 6

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		<p>the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> <p>Social Distancing should be applied within Groups/bubbles where possible – consider and justify with additional control measures for your school circumstances where this is not possible</p> <p>Suggested Group sizes are;</p> <p>Primary/KS3 – Class sizes</p> <p>Secondary – Year groups to allow curriculum delivery</p> <p>Alternative Provision – due to nature, you may wish to adopt whole school groups/bubbles as part of their system of control and in order to best meet the needs of</p>	5	4	20	<p>virtually.</p> <p>ACTION: No Pupils advised to shield or considered Clinically Extremely Vulnerable (Royal College of Paediatrics and Child Health) by GP, NHS, Specialist Consultant in are permitted to attend until guidance suggests otherwise.</p> <p>No bubble sizes greater than 12 pupils and 20 individuals maximum.</p>	3	2	6

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		<p>their students.</p> <p>Behavioural / Educational Challenges - Smaller groups to be allocated for educational or behavioral challenges</p>							

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Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England) Groups should limit sharing of spaces, rooms as much as possible (detail how this will be implemented in your school e.g. Class Group/bubbles using an allocated classroom/outdoor area, Year group using a specific building/yard, maybe allocated a set floor in building, one way access/egress, signage...) NB. Identify and allocate Groups	4	4	16	ACTION: Please see above sections regarding class bubble system, strict timetabling of rooms and areas around school; visitors; contractors; teachers PPA arrangements; fogging and cleaning routines; movement around the building and restricting access to members of the public including families. ACTION: All children to have lunches within classrooms. Outside playtimes to be staggered in line with timetable. All shared learning areas to be strictly accessed in line with timetable. Restrict access of external visitors/parents/families. Limited access to Administrative and	3	3	6
			4	4	16		3	3	6

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		<p>considering; priority groups, supervision ratios, teacher/assistant shortages, vulnerable children, space available in classrooms/learning spaces</p> <p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary</p>	4	4	16	<p>Office areas of the school building.</p> <p>Equipment must be cleaned by staff before and following use including all small equipment.</p> <p>Outreach services (Language and Learning Provision/ Portage) to have a staggered return to accessing their office.</p> <p>Staff will have specific allocated areas for lunch breaks.</p> <p>Annual Reviews will be undertaken virtually</p> <p>SENhub training centre used for socially distant urgent appointments such as socially distanced clinics.</p> <p>ACTION: Remove objects that are difficult to clean.</p> <p>Outdoor classroom areas utilised wherever possible.</p> <p>Pupils have severe, profound and multiple learning difficulties (no social distancing within bubbles).</p> <p>All non essential equipment removed</p>	3	2	6

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		Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls	4	3	12	from classrooms. Retain easy to clean equipment. ACTION: See previous sections re: PPA arrangements; use of rooms; restricted access to admin areas; timetabling of shared areas; specified lunch rooms for staff.	2	3	6
Activities encouraging Spread	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	School Assembly to be held with only 1 Group present Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc. Review of wider school Risk Assessments must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be	4	4	16	ACTION: No Physical Assemblies. Virtual group activities and events. Main Hall Fogged between use. All equipment used for PE Wiped down and fogged after use. Hydrotherapy only to take place where specified in EHC Plans, within bubbles and following DfE guidance: 'Indoor swimming pools, used by settings for education and training, including hydrotherapy pools used for physical therapy, can continue to be used.'	1	2	2
			4	4	16		2	3	6

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		<p>prohibited, restricted or delivery methods amended to a safer alternative (Reference in this risk assessment and add detail specific Premises, Job role, Activity or Departmental risk assessments)</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions. (detail your schools arrangements;)</p>	4	4	16	<p>ACTION: No after school clubs to run.</p> <p>ACTION: No external visits to take place (including use of mini-bus by classes.</p>	1	1	1
			4	4	16		1	1	1

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Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Domestic (UK) overnight visits and overseas visits are not currently permitted.</p> <p>Non-overnight domestic educational visits can resume in Autumn Term 2020/ Spring Term 2021.</p> <p>Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils</p>	4	4	16	<p>ACTION: No external visits including residential visits to take place.</p>	1	1	1

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		<p>to be kept in groups/bubbles,</p> <p>Consider risk of location i.e. indoor or outdoor venues</p> <p>All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.</p>							
Early Years & Primary aged children – lack of understanding	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.</p>	5	4	20	<p>Please refer to sections above.</p> <p>Additional Action: No Pupils advised to shield or considered Clinically Extremely Vulnerable (Royal College of Paediatrics and Child Health) permitted to attend.</p> <p>No bubble sizes greater than 12 pupils and 20 individuals maximum.</p>	2	3	6
		<p>Monitor use of toilets – avoid over crowding</p> <p>Promote & display hygiene</p>	3	3	9	<p>ACTION: Pupils can share toilets but staff must monitor the number of children using them at any one time to avoid overcrowding.</p>	2	2	4

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		information/posters/signs which are suitable for the age group e.g. e-bug Information & posters about Coronavirus				<p>All staff and children must wash their hands following use of toilet. Follow recommended guidance of hand washing.</p> <p>Yellow PPE bins</p>			
Contact due to personal / intimate care	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p> <p>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</p>	3	3	9	<p>Please refer to previous sections.</p> <p>Yellow PPE pedal operated bins provided to dispose of PPE, wipes and other materials related to cleaning and handling.</p> <p>Staff to wear PPE for all intimate care proceedings and encouraged to wear PPE where they require close contact especially where a child may spit or dribble on staff.</p> <p>Family room to be used if staff member or child becomes unwell and COVID-19 is suspected. Accompanying adult to wear PPE.</p> <p>PPE Bins as identified above.</p> <p>Room to be fogged immediately after use. Unusable for 2 hours.</p>	2	2	4

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Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits as detailed below (edit to suit your schools' arrangements?);</p> <p>*content of lessons and learning activities which are suitable</p> <p>*Outdoor lessons where possible</p> <p>*Reduce movement around schools where possible</p> <p>*No more than 1 Group – avoid large gatherings or collective worship with more than 1 group.</p> <p>*Stagger break times/lunch times</p> <p>*Meeting, toilet and welfare arrangements for staff. Use of staff room minimised although staff are to have a break of a</p>	3	3	9	<p>Please see above sections regarding class bubble system, strict timetabling of rooms and areas around school; visitors; contractors; teachers PPA arrangements; movement around the building.</p>	2	2	4

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		<p>reasonable length within the day.</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>Identify items cleaned by staff e.g. personal equipment such as keyboards, mouse and areas cleaned by cleaning team/contractors and detail methods to be used, frequency, etc.)</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p>	3	3	9	<p>ACTION: Please see previous sections re: Fogging and cleaning timetables and protocols.</p>	2	2	4
		<p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place (Reference/detail enhanced cleaning programme agreed with Site Cleaning Team and/or Cleaning contractor)</p>	2	3	6	<p>Staff able to share toilets. Staff must utilise exemplary hygiene protocols before and after use of toilets. Wash hands before and after use. Sanitise hands after using door handles or use a paper towel to exit and then throwaway the hand towel.</p>	2	2	4

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		<p>* Minimise adult to adult contact and avoid gatherings at entrance points (detail how this is arranged in your school e.g. staggered drop off /pick up times – 1 parent/guardian only to drop off/pick up)</p> <p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>*Consider remote education to reduce time of premises where circumstances dictate</p> <p>*Consider flexible working/working from home where the job role allows e.g. some admin functions.</p>	3	3	9	Remote learning arrangements in place. See: http://www.sunningdaleschool.com/	2	2	4
			3	3	9	Teacher PPA taken out of building. Outreach Team (LLP and Portage) staff starting a staggered return to the use of their office space.	2	2	4

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		<p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>	2	2	4	<p>Administrative and Grounds and Maintenance Staff communicate via radio.</p>			
			2	3	6				
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Remove soft toys and furnishing or items difficult to clean from classroom</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72</p>	3	3	9	<p>Please refer to previous sections</p> <p>Remove objects that are difficult to clean.</p> <p>Outdoor classroom areas utilised wherever possible.</p> <p>Pupils have severe, profound and multiple learning difficulties (no social distancing within bubbles).</p> <p>All non essential equipment removed from classrooms. Retain easy to clean equipment.</p> <p>No resources shared between classrooms.</p>	2	2	4

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		<p>hours for plastics) between use by different bubbles.</p> <p>Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed now allowed.</p> <p>No unnecessary items to be</p>	3	3	9	<p>Parents advised to quarantine or wipe down home learning resources</p> <p>Home-school diaries are electronic (Evidence Me).</p> <p>Staff to monitor use of toys/equipment brought into school by children and RA need.</p> <p>Classroom Staff to ensure cleaning of equipment between use.</p>	2	2	4
			3	3	9		2	2	4

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		<p>brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>	3	3	9	<p>Classroom Staff to clean classroom chairs/standing frames/walkers daily or following use.</p> <p>No marking. Electronic Evidence collection- iPads to be wiped down and cleaned between each staff use.</p>	2	2	4
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p>Dedicated school Transport, including Statutory provision;</p> <p>Add detail on your schools' arrangements...</p> <p>*Review services, times, routes</p> <p>*Pupils allocated on transport as reflecting groups/bubbles where possible</p> <p>*How is this managed on school</p>	4	4	16	<p>Transport provided by TfC (not in class bubbles- arranged by address)</p> <p>Vehicles cleaned between use</p> <p>Drivers/escorts to wear face masks.</p> <p>Use of hand sanitiser.</p> <p>Windows to be opened on vehicles where possible.</p> <p>Reduced contact as appropriate.</p> <p>Pupil drop off and pick up times staggered to reduce congestion.</p>	3	2	6

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		<p>minibus or commercial transport?</p> <p>*Use of hand sanitiser on vehicles</p> <p>*Additional cleaning of vehicles</p> <p>*Behaviours/Supervision</p> <p>*Organised queuing and boarding /alighting vehicles where possible</p> <p>*Distancing within vehicles where possible</p>				<p>1st Taxis - drop off 8.50am, pick up 3.25pm 2nd Taxis - drop off 9.10am, pick up 3.10pm KS2 Parents - drop off 9.00am, pick up 3.15pm KS1 Parents - drop off 9.20am, pick up 3.00pm</p> <p>Sunningdale School bus - 2 runs AM and 2 runs PM.</p> <p>Home/school transport form queue at 'drop off (managed by site staff). Drop off one vehicle at a time.</p> <ul style="list-style-type: none"> • Children greeted by Identified Classroom Support Workers. • Staff to wait in class bubbles to accompany children to classrooms. Staff must sit in their 'bubbles'. Staff must wear masks/visors. • Parents queue on marked spots to drop off children. • Parent wear masks on school premises. • At pick up time all home/school transport vehicles park within bays adjacent to the school field. These will be coned off from use each other. 			

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		<p>Wider Public Transport;</p> <p>Add detail on your schools' arrangements...</p> <p>*Encourage walking or cycling to school for pupils, parents/carers and staff</p> <p>*Where possible parents/carers may drive pupils to & from schools</p> <p>*Review & Collaboration between Local Authority/ TFC/Transport Providers/Parents & Pupils on services, routes, times, demand.</p> <p>Promote Safe Travel Guidance where Public Transport is being used: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	2	3	6	<p>Staff to walk children out to vehicles using middle door (corridor 2).</p> <p>Staff to bring children to side door when called for handover to parent/carers.</p> <p>Parents & staff encouraged to follow Government and local guidance.</p>			

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		Wear face covering on public transport							
Contamination of outdoor play equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups. Multiple groups must not use outdoor play equipment simultaneously.	4	3	12	Please see sections above. Classes allocated to specific yard/ play areas with set equipment for their use at break and playtimes to ensure no cross contamination.	2	2	4
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs). Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc),	4	4	16	Ensure that staff understand protocols and procedures. Ensure lines of communication are fully open in order to effectively communicate practices but also respond to feedback and avoid toxic autocratic culture as well as diffusion of responsibility. Communicate actions and decisions clearly with staff so that they understand and feel part of the process of risk assessment and management. Operationally: Weekly virtual briefing (Monday/Wednesday 3.30pm or Friday 8.35am) ensuring messages can be effectively and swiftly relayed & questions can be answered (including for staff at home).	1	1	1

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible	Likelihood	Severity	Residual Risk L x S
		<p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>	4	4	16	<p>Parents communicated with across a range of platforms including email, text, facebook, twitter and Youtube.</p> <p>Regular parent news video on Youtube channel from Headteacher to ensure that parents are kept up to date.</p> <p>Termly zoom call/ meeting open to all parents to explain decisions and answer questions.</p> <p>One to one meetings offered to support return to school and/ or discuss concerns and plans with parents and families. HT and Specialist Nurse to attend.</p> <p>All signage in place in building.</p> <p>Clear and open communication with therapists via monthly MS Teams virtual meeting with SLT.</p>	1	1	1
		Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.	3	3	9	Grounds and Maintenance staff to communicate with cleaning staff re: enhanced cleaning and fogging timetable.	2	2	4
Poor mental	Staff, Pupils, Parent	Promote attendance at school for	4	4	16	<u>As above:</u>	2	3	6

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wellbeing of staff and Pupils	& family members Stress, anxiety, panic, depression	both staff and pupils Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc. Specify for your schools; These can be shared on the school website or a statement to indicate they are in place and available on request. Review workloads and timetables to ensure a good work life balance in possible Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant				<p>Ensure lines of communication are fully open in order to effectively communicate practices but also respond to feedback.</p> <p>Communicate actions and decisions clearly with staff so that they understand and feel part of the process of risk assessment and management.</p> <p>Operationally: Weekly virtual briefing ensuring messages can be effectively and swiftly relayed & questions can be answered (including for staff at home).</p> <p>Parents communicated with across a range of platforms including email, text, facebook, twitter and Youtube.</p> <p>Fortnightly parent news video on Youtube channel from Headteacher to ensure that parents are kept up to date.</p> <p>Monthly zoom call/ meeting open to all parents to explain decisions and answer questions.</p> <p>All classroom based staff offered the opportunity to work remotely for one day per week.</p> <p>Delegated/ distributed responsibilities across all levels of school with regard to providing remote learning.</p> <p>Pupil attendance monitored/ reviewed</p>			

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		Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles (Specify what your schools support mechanisms are;)	4	4	16	<p>weekly.</p> <p>Individual pupil risk assessment compiled and reported to Together for Children via securely encrypted live dynamic document (Google drive).</p> <p>Recovery curriculum approach in place for pupils in school and involved in remote learning: http://www.sunningdaleschool.com/curriculum/recoverycurriculum.htm</p> <p>Monitored at an individual pupil and staff level through a system of support around remote learning and those clinically extremely vulnerable.</p> <p>Communication in place for parents and staff as above.</p> <p>Flexible approach adopted towards supporting individual staff members and their individual circumstances.</p> <p>Supported by OHU referral where necessary.</p>	2	3	6
Outbreaks and lack of Emergency	Employees, children/learners, contractors, visitors,	School has an Emergency / Contingency Plan in place to allow swift action to be taken in	3	3	9	See above for isolation room information and response to a child displaying symptoms.	2	2	4

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Planning	<p>members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc. (Reference location of Emergency / Contingency Plan)</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p>				<p>Staff members made aware to not attend and seek testing if they develop symptoms.</p> <p>Staff are aware through communication of isolation procedures if in contact with a positive COVID-19 case.</p> <p>Track, trace and isolation procedures and advice are obtain via:</p> <p>DfE Coronavirus Helpline on 0800 046 8687. The line will be open Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm. The most up to date guidance about reporting coronavirus cases can also be found at www.gov.uk/coronavirus/education-and-childcare.</p> <p>To report a suspected or confirmed case of covid-19 in your school, please email covidenquiry@sunderland.gov.uk, giving a brief summary of the situation in the school and providing contact details or by calling the Customer Service Network on 0191 520 5527.</p>			

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		Train all staff in emergency procedures							
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance; https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Detail what are your schools' arrangements for Dining Halls, serving hot/cold food, staggered times, access and egress of groups to minimize contact, clearing away, enhanced cleaning, housekeeping	3	4	12	All meals provided will still comply with the school food standards. Catering staff are expected to follow all school protocols when accessing and moving around the building. Catering staff are expected to be aware of and follow their specific risk assessment for operating and cleaning the kitchen during Covid-19 as advised at www.gov.uk/ No children will eat or enter the dining hall. All children to have lunches in classrooms. Lunchtimes are staggered including playtimes. Staff collect lunches set out on designated trolleys in the corridor adjacent to the dining hall at their allocated/ timetabled time. Classroom staff will ensure appropriate and thorough hand washing of pupils and themselves before and after snack and lunch times. Classroom staff will ensure surfaces are	2	3	6

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						<p>cleaned and disinfected before and after snack and lunch times.</p> <p>Staff aiding children to eat at snack time or lunch time will Wear PPE including gloves, apron and a mask.</p> <p>No meals provided in school to staff.</p>			

To be completed by the Individual undertaking the risk assessment:

Name: Mr J. Waller

Job Title: Headteacher

Signature:



Date: 19.04.21

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mr J. Waller / Mrs V. Ingleton

Job Title: Headteacher/ Chair of Governors

Signature: pp.



Date: 19.04.21

