



Abbey Gate College

Risk Assessment for Reopening School to all Staff and Pupils During the Coronavirus (COVID-19) Pandemic

School Name:	Abbey Gate College
Site Details:	Saighton Grange
Risk Assessors:	T Pollard, R Kennedy, A Austen, M Hickey, C Yusuf
Risk Assessment Date:	1.9.2020
Approved By:	Hettle Andrews & Associates Ltd.
Approval Date:	2.9.2020
Governor Approval:	Andrew Grime, Chair of Governors
Governor Signature:	
Reviewed	
Next Review Date:	14.9.2020

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance. The period of closure or partial use of the premises has been for a period of five months.

The risk assessment should be read in conjunction with the planning documents for return to school for all pupils in Senior and Infant & Junior Schools.

Description of Hazard		Who could be harmed and how?	Control Measures	Residual Risk Rating	Action Required? (Yes / No)	Action Ref. No. (See Action Plan)
1	Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable staff. Severe illness or death as a result of contracting COVID-19 whilst at work.	Control measures: <ul style="list-style-type: none"> Personnel records reviewed to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable. HR Manager will contact each member of staff individually to establish if they have been identified as vulnerable. Formal communication issued to staff to request that they urgently contact HR Manager if they have an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable. Issued a return to work questionnaire. Those staff identified as being clinically extremely vulnerable have been advised formally that they must not attend work. Where possible, Line Managers have assigned work that can be completed whilst they are home (e.g. supporting remote education, carrying out lesson planning or other roles which can be done from home). For staff identified as clinically vulnerable (but not clinically extremely vulnerable), Line Managers established alternative working arrangements to enable them to work from home wherever possible. When this is not possible, an individual risk assessment will be carried out and recorded to agree on a suitable role, and suitable control measures to reduce the risk to an acceptable level. For staff who are unable to work from home and who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment has been carried out and recorded to determine whether stringent social distancing can be adhered to whilst at work. 	Medium	See return to school documents	See return to school documents
2	Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable pupils. Severe illness or death as a result of contracting COVID-19 whilst at school.	Control Measures: <ul style="list-style-type: none"> Pupil health records reviewed to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. Formal communication issued to parents to request that they urgently contact Head of I&JS or head of Pastoral if their child has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable. Parents of those pupils identified as being clinically extremely vulnerable advised formally that their child must not attend school. We will ensure that these pupils continue to be supported at home as much as possible (e.g. through provision of remote learning etc.). For pupils identified as clinically vulnerable (but not clinically extremely vulnerable) and who want to come into school, parents to provide details of any medical advice and an individual risk assessment to be carried out and recorded to agree on suitable control measures to reduce the risk to an acceptable level. 	Medium	See return to school documents	See return to school documents

			<ul style="list-style-type: none"> For pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment has been carried out and recorded to determine whether stringent social distancing can be adhered to whilst at school. 			
3	Lack of staff available to operate safe staff:pupil ratios and/or operate site.	All. Various potential injuries or infections as a result of a lack of supervision, and/or lack of site staff.	Control measures: <ul style="list-style-type: none"> Complete review by Leadership Team of key staff and agree on minimum service requirements. Develop contingency plans where appropriate. Identify key staffing scenarios that may trigger closure or bubble group and staff having to isolate. 	Low	No	
4	Suspected/ confirmed case of COVID-19 on site.	All. Potential spread of COVID-19 to other staff, pupils and others on site.	Control measures: <ul style="list-style-type: none"> The College will regularly brief staff and pupils on the symptoms of COVID-19. Posters informing of symptoms have been displayed in prominent locations. Pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they are displaying any symptoms of COVID-19. Consider means of communication to staff, pupils and parents/carers following a confirmed case at the school and agree on who will be responsible for coordinating this. All staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site. This is completed with a questionnaire when they first come onto the college site. This is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. For suspected cases, https://111.nhs.uk/covid-19 will be used for identifying symptoms. The College is now registered for employee referral for COVID-19 testing. The Senior school medical room and I&JS Hazeldine Lodge have been identified as the isolation rooms for a suspected case of COVID-19 Movements of suspected case(s) will be reviewed to ensure that suitable cleaning is undertaken in line with the government guidance. National Institute for Health Protection (NIHP) advice to be followed in relation to any suspected/ confirmed cases. A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is only made when: <ul style="list-style-type: none"> an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease a worker dies as a result of occupational exposure to coronavirus If a person is suspected to have COVID-19 whilst on site, the following cleaning procedure will be implemented by the college cleaning team or a cleaning contractor. 	Medium	See return to school documents	See return to school documents

			<p><u>Personal protective equipment (PPE)</u></p> <ul style="list-style-type: none"> • The minimum <u>PPE</u> to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local National Institute for Health Protection (NIHP) • Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments. <p><u>Cleaning and disinfection</u></p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> ○ objects which are visibly contaminated with body fluids ○ all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> ○ use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or ○ a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or ○ if an alternative disinfectant is used within the organisation, this should be checked to ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture fogging should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. <p><u>Waste</u></p>			
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			<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ul style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied It should be put in a suitable and secure place and marked for storage until the individual's test results are known Waste of suspected cases will be stored in the Sports Hall boiler room should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours: <ul style="list-style-type: none"> if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste 			
5	Failure to implement suitable social distancing measures – classrooms and other teaching spaces	All Potential spread of COVID-19 between staff, pupils and others on site.	<p>Control measures:</p> <ul style="list-style-type: none"> In line with government guidelines the College is implementing separate year group bubbles. Maintaining these distinct 'bubbles' and ensuring they do not mix with other 'bubbles' will ensure that in the event of a positive case being identified within the College. Then the speed of being able to identify who may need to self isolate becomes much quicker and also keeps the number of people required to self isolate as small as possible. Year groups will be kept apart as much as possible and also pupils will be encouraged to keep their distances within groups. Classrooms have been adapted to support distancing where possible. Pupils will be seated as far from the teachers as possible with a minimum of 2metre buffer zone being implemented around the teachers desk, Any unnecessary furniture has been moved out of classrooms to make more space. It is strong National Institute for Health Protection (NIHP) advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain a 2 metre distance from each other, and from children. Installation of plexiglass barriers for areas where staff may be required to interact closely with multiple persons. This will happen on reception, teachers' desks and the center of the ICT suites. Desks/workstations have been spaced as far apart as possible. Staff, pupils, and parents/ carers are briefed on the new timetable and social distancing procedures. Staff and pupils informed of the general principles that they should only mix in a small, consistent group and that small group stays away from other people and groups. 	Medium	See return to school documents	See return to school documents
6	Failure to implement suitable social	All	<p>Control measures: (see return to school documents)</p> <ul style="list-style-type: none"> Pupils will be informed of the general principles of social distancing that they should only mix with their year group staying away from other year groups. 	Medium	See Return to school documents	See Return to school documents

	distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.	Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> • Staff will be informed of the need to social distance from each other by not congregating in large numbers within areas such as the staff room and drink making areas. • Implementation of one-way systems with signage for external access paths, corridors and staircases, use of floor markings in halls, dining areas and limiting the number of persons that can access the toilets at any one time. • Senior school pupils and staff are required to wear appropriate face masks whilst walking inside the college buildings, communal areas and outside the buildings until they reach their designated bubble area or classroom areas. Staff should also wear a face mask in office spaces if more than 2 m spacings cannot be achieved. They can remove face coverings whilst eating and drinking. Some individuals will be exempt from wearing face coverings which will be treated with sensitivity and understanding. • The College will expect Staff and Pupils to provide their own coverings but the college will have a supply of face coverings in the case of somebody forgetting or not being able to source a face covering. • Disposal of face coverings and storage of face coverings will be communicated to staff and pupils on their return to the college. • Pupils will be allocated an area of the college site to have their lunch/break times, to ensure that groups are kept apart as much as possible around the school at the same time. • The college will implement staggered departure time at the end of the school day. Parents will not be allowed to exit the vehicle and a staff member will direct the pupils to the classroom/parent's car. • Outdoor equipment not to be used. • appropriate alterations have been made to the seating arrangements within the Refectory to allow for individual Year group seating 			
7	Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas	All Potential spread of COVID-19 between staff, pupils and others on site.	Control measures: <ul style="list-style-type: none"> • Controlled use of offices, staff rooms, rest areas and toilets to limit occupancy. • Complete a review of office layouts and processes to allow staff to work further apart from each other. Floor tape or paint to mark areas to help staff keep to a 2m distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart. • Installation of plexiglass barriers for areas where staff may be required to interact closely with multiple persons. This will happen on reception, teachers' desks and the centre of the ICT suites. • Staff meetings to be held virtually where possible. Where this is not possible, meetings to be held outdoors. Where this is not possible, meetings to be held in a large, well ventilated room with suitable social distancing measures in place Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. • Appropriate seating in Refectories and I&JS Hall 	Low	No	
8	Failure to implement	All	Control Measures:	Low	No	

	suitable social distancing measures – contractors and visitors	Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> All non-essential contractors to not attend site whilst students and staff other than site team are present. Contractors that attend site must fill out a Visitor and Contractor checklist. All works that can be, will be carried out, out of school hours. Contractor risk assessments, under control of contractor, obtained prior to any works being carried out. 			
9	Offsite trips/ educational visits.	All. Travelling against FCO/ government advice.	Control measures: <ul style="list-style-type: none"> Government advice continues to stipulate that residential trips are not allowed to take place. Government advice allows for non-residential domestic educational visits, only essential curriculum-based trips will take place during the Autumn Term 	Low	No	
10	Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means	All Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.	Control measures: <ul style="list-style-type: none"> Hand washing facilities or alcohol hand rub are in place at entry points with signage for staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace. 	Low	No	
11	Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school	All. Staff and pupils may be at risk of contracting the virus on transport services operated by the school (e.g. minibuses, coaches etc.).	Control measures: The College's approach to use of school buses will align as far as possible with the principles underpinning the system of controls set out in the Government guidance. In consultation with our providers we have considered: <ul style="list-style-type: none"> how pupils are grouped together on transport, reflecting the bubbles adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for all pupils. School ran transport will be fogged at the end of every day with anti-viral cleaning solution Pupils must not board the school transport if they, or a member of their household has Covid-19 symptoms.	Low	No	
12	Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit	All. Potential spread of COVID-19 between staff, pupils and others on site.	Control measures: Additional stocks of hand soap, alcohol-based hand rub, and paper towels have been purchased. <ul style="list-style-type: none"> The College has ensured that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand rub). Alcohol-based 60% and above alcohol content hand rub in prominent places and ensure site staff are charged with topping these up regularly. 	Medium	See return to school documents	See return to school documents

	the risk of direct and indirect transmission.		<ul style="list-style-type: none"> Staff, pupils, contractors and visitors are briefed on the need to wash their hands regularly (and after using the toilet before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. This is achieved with extra signage and induction when first time visiting site. Signage is placed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand rub and catch coughs and sneezes in tissues. 			
13	Non-essential contractors/ visitors attending site	All. Potential spread of COVID-19 between staff, pupils and others on site.	Control measures: <ul style="list-style-type: none"> Inform non-essential persons that they must not attend the site until further notice. Entry to the site controlled via reception whereby any non-essential persons can be denied access. Questionnaire at reception for any contractors/ visitors with regards risk rating prior to permitting them to enter the site. Signage on school entrance gates; reception staff advising on who is/is not permitted to access the site. Site visits to take place in holidays and days when pupils are not on site. 	Low	No	
14	Essential contractors/ visitors attending site.	All. Potential spread of COVID-19 to staff pupils and others from persons visiting site.	Control measures: <ul style="list-style-type: none"> We will hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible. A record to be kept of all contractors/ visitors attending site which will contain the contractor/visitor Coronavirus questionnaire. The areas of the workplace that contractors/ visitors are permitted to access will be limited. Contractors/ visitors will have times rescheduled so that they attend site to minimize interaction with staff and pupils. We will obtain confirmation from contractors/ visitors that they do not have symptoms of COVID-19, or other cold/ flu symptoms prior to them attending site. This will be achieved with the questionnaire which will be sent to all contractors/visitors before attending. Deliveries to be left in a designated area, near to the entrance or site office to prevent the need for couriers to enter the school buildings. Also, these deliveries will be encouraged to deliver before majority of pupils attend college or after pupils have been at the College. Hand washing facilities or alcohol hand rub have been provided at entry points and insist that contractors/ visitors thoroughly clean their hands before entering. Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> Frequently use hand sanitiser or wash their hands with soap and water for at least 20 seconds regularly whilst on site (and after using the toilet, before eating or handling food, and after blowing their nose/ sneezing/ coughing), and prior to leaving the site Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it') 	Low	No	

			<ul style="list-style-type: none"> ○ Avoid touching their face (and especially the eyes, nose and mouth) ○ Follow the social distancing guidance whilst on site ● Staff to maintain social distancing when escorting contractors/ visitors. ● We will obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. ● We will clean/ disinfect areas that have been temporarily occupied by contractors or visitors. 			
15	Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.	All. Potential spread of COVID-19 between staff, pupils and others on site.	Control measures:4 <ul style="list-style-type: none"> ● Cleaning frequency and intensity has been increased for general areas of the school that will be occupied, location of frequently touched objects and surfaces such as doors, lifts, sinks, light switches, toilets, bannisters, suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning. ● All unnecessary items from classrooms and other learning environments have been removed. ● Desks/ tables to be appropriately cleaned prior to each new user. The user will be responsible to clean their desk after use and before use. ● Stocks of cleaning substances, equipment, and PPE reviewed and found to have sufficient supplies. ● All reusable cleaning equipment will be disinfected every night with soaking of equipment in chlorine tablets at the end of each shift. Also, the cleaners will be required to carry with them a bucket of disinfectant solution to ensure all cloths are disinfected once a surface has been cleaned. This will be in line with manufacturers guidelines. ● Routine cleaning and disinfection of frequently touched objects will be increased to be carried out throughout the day rather than once the pupils and staff have left. ● We will provide disinfectant wipes near to commonly used equipment. ● Cleaning staff to be provided with suitable PPE. ● Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE. ● New cleaning schedules have been compiled to ensure thorough cleaning is completed throughout the day and once the pupils have left the college site. ● All classrooms and offices will have a supply of surface cleaning wipes and tissues. 	Low	See return to school documents	See return to school documents
16	Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a room used to quarantine suspected/ confirmed cases of COVID-19, isolation room	All. Potential spread of COVID-19 between staff, pupils and others on site.	Control measures: <ul style="list-style-type: none"> ● The College will close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. This room will then be fogged with anti-viral solution to ensure all areas have been disinfected. ● The College will follow the latest government guidance on COVID-19: cleaning in non-healthcare settings, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. ● All potentially contaminated laundry items to be cleaned in accordance with the manufacturer's instructions, using the warmest water setting and items dried completely. 	Medium	See return to school documents	See return to school documents

	used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/equipment.		<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the government guidance. Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have been situated, or there is visible contamination with bodily fluids). Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance. Provide cleaning staff with training on any new cleaning substances, equipment and/or PPE. 			
17	Hazards associated with the catering provision	All Potential spread of COVID-19 between staff, pupils and others on site.	<p>Control measures: (see return to school documents)</p> <p>Kitchens will be fully open from the start of the Autumn term, compliant with the guidance for food businesses on coronavirus (COVID-19), and appropriate alterations have been made to the seating arrangements within the Refectory to allow for individual Year group seating. Thomas Franks our catering contractor have provided the College with its appropriate COVID-19 Risk Assessment which are in line with government guidance.</p>	Low	See Return to school documents	See return to school documents
18	Lack of sufficient trained fire personnel.	All. Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.	<p>Control measures:</p> <ul style="list-style-type: none"> All relevant management will be on site to ensure a Fire Evacuation can be achieved. A fire drill will be held within the first few weeks of returning to school Fire alarm responsibilities will be communicated to relevant staff within the inset days. We will review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?). We will identify further key persons required, together with deputies/ cover, and provide training accordingly. We will ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required. All pupils will practice fire drill procedures on the first day of return. A fire drill will be held shortly afterwards and a normal regime of termly fire drills will continue going forwards. 	Low	No	
19	New fire hazards as a result of implementing control measures for COVID-19.	All. Increased risk of fire, and/or delays in persons evacuating from the building.	<p>Control measures:</p> <ul style="list-style-type: none"> Fire assembly points to stay the same but social distancing will be enforced by teachers in the case of a fire alarm being triggered The College will ensure that as a lot of staff and pupils haven't been on the college site for a considerable amount of time they will be briefed on fire procedures within the inset days The College will revert back to what it usually implements with the start of the school year with the pupils reminded of the fire procedures and carrying out a fire drill within the first half term. Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimize multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated. 	Low	No	

			<ul style="list-style-type: none"> Teachers must ensure that doors are closed when they leave the classroom when the doors are physically propped open with door wedges which do not disengage when the fire alarm sounds. The College has reviewed the fire procedures and found that any changes made within the fire procedures were documented in June. 			
20	Lack of adequate trained first aid/medical/administration of medication personnel.	All. Various injuries/illness as a result of delayed access to first aid/administration of medication.	Control measures: <ul style="list-style-type: none"> The College will have reviewed the list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?). The College will review our first aid needs risk assessment to take account of reduced staff and pupils. The College will work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site. 	Low	No	
21	Provision of first aid/ medical treatment to asymptomatic/symptomatic individuals.	Staff administering first aid/ medical treatment. Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.	Control measures: We have reviewed written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements. <ul style="list-style-type: none"> The College has reviewed PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splash-proof eye protection) and found that we have the correct PPE and suitable quantities. The College have ensured that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE. 	Low	No	
22	Lack of risk assessments for any new/adapted teaching activities.	All. Various injuries arising from teaching activities.	Control measures: <ul style="list-style-type: none"> The College will ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities, this will be completed by staff induction The College will ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment. This will be signed and dated to record when training was received. 	Low	No	
24	Legionella risk arising from unused buildings and/or parts of the premises.	All. Exposure to legionella bacteria leading to serious illness or death.	Control measures: <ul style="list-style-type: none"> Legionella Risk Assessment in place with Clear Water Ltd. Water systems have been flushed weekly throughout lockdown. Checks have been completed in house also outside contractor has completed temperature and cleaning checks at Saighton site, which has still been operational. 	Low	No	
25	Poor ventilation	All.	Control Measures: <ul style="list-style-type: none"> We will ensure regular airing with windows. Toilet ventilation will be in constant operation. 	Low	No	

		Poor levels of ventilation leading to an increased risk of the spread of COVID-19.	<ul style="list-style-type: none"> We will avoid open windows in toilets to ensure the right direction of ventilation. All staff will be advised to open windows where possible and safe to do so. All fire doors can be propped open whilst lessons are in progress to improve ventilation and reduce the amount of touch points. This can be completed with door wedges. Staff must ensure that they are not left propped open once they have left the building. The site team will ensure that these are not left open over night when they complete their nightly checks. Use of individual air conditioning units, which the college have in a number of classrooms can be operated. (HSE updated advise, stipulating that air conditioning units which aren't linked between rooms pose a very low risk to the spread of COVID-19) 			
26	Failure to ensure compliance safety checks are up to date and failure to complete adequate cleaning and checks prior to reopening the School	All Various issues could arise as a result of not completing the necessary checks	Control Measures: <ul style="list-style-type: none"> Due to the college remaining open to key worker children, the site cleanliness has been kept up to the required standard. Also, the visual inspections have been completed due to the site team being present on site throughout lockdown. Maintenance records have been reviewed and all compliance servicing has been completed. Barlows Fire and Security Ltd. have completed an emergency light and fire alarm service W/C 25/5/20 to ensure college will be compliant with fire safety. Fire alarm testing has been completed throughout lockdown by site team. We completed visual inspection of ACM's in line with the College's Asbestos management plan during the termly break, With the College still being open to key workers, no damage has occurred. The college has been cleaned throughout lock down and throughout the summer shut down. 	Low	No	
27	Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	Staff. Aches and pains from adopting poor posture whilst using DSE. Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction. Lack of insurance cover for school-owned equipment used in the home.	Control measures: <ul style="list-style-type: none"> For employees working from home who haven't completed the E-Learning training on safe DSE use, this will be provided through the College's E-Learning Portal. The college has provided employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provided details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Program etc.). Line Managers have been communicating regularly with employees working from home to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. Line Managers have been keeping their teams up to date on any changes that may impact them. For staff who will be working from home on a long-term basis, the college will ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. The college has ensured through its insurer that any school-owned equipment provided is covered when in the employee's home. 	Low	No	

28	Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Pupils.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</p>	<p>Potential control measures may include:</p> <ul style="list-style-type: none"> • Provide pupils with guidance on how to safely learn at home. You can download our guidance document. • Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.). • Review communication channels for academic and pastoral support. 	Low	No	
29	Fear/ anxiety caused by returning to school.	<p>Staff, pupils, and parents/ carers.</p> <p>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</p>	<p>Potential control measures may include:</p> <ul style="list-style-type: none"> • We have held regular conversations with staff and used questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • We have provided staff, pupils and parents/ carers with details of the measures that the college will be taking to minimise the risk of them contracting the virus at the school. • We have identified any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible. • We will make reasonable adjustments where possible to alleviate concerns on a case by case basis. 	Low	No	
30	Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	<p>Staff and pupils.</p> <p>Various potential safeguarding issues.</p>	<p>Potential control measures may include:</p> <ul style="list-style-type: none"> • Review and update written child protection/ safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with the shift towards virtual/online teaching and learning. • Staff and volunteers to be provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. 	Low	No	
31	Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key	<p>All</p> <p>Lack of suitable child protection/ safeguarding staff leading to issues</p>	<p>Potential control measures may include:</p> <ul style="list-style-type: none"> • We have reviewed DSL/Deputy DSL and other key child protection/safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?). • We have nominated a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent. 	Low	No	

	safeguarding staff	with recording and reporting	<ul style="list-style-type: none"> We will ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/ safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them. 			
32	Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	Staff and pupils Various potential child protection/ safeguarding issues	<p>Potential control measures may include:</p> <ul style="list-style-type: none"> DSL or Deputy DSL to lead a review of the school’s existing child protection/ safeguarding policy against the Government guidance document Coronavirus COVID-19): safeguarding in schools, colleges and other providers and to ensure that it reflects: <ul style="list-style-type: none"> Any updated advice received from the local 3 safeguarding partners Any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children’s social care, reporting mechanisms, referral thresholds and children in need What staff and volunteers should do if they have any concerns about a child The continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns DSL (and deputy) arrangements The continued importance for school staff to work with and support children’s social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children Peer on peer abuse - given the very different circumstances the school is operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach) What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how the school responds to any such concerns) Any arrangements to support children the school are concerned about who do not meet the ‘vulnerable’ definition What arrangements are in place to keep children not physically attending the school safe, especially online, and how concerns about these children should be progressed Staff and volunteers to be provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school’s website). Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. All staff will be required to complete the safeguard training which will be presented on the 3/9/2020 	Low	Yes	
33	Lack of adequate communication related to COVID-	All	<p>Control measures (see return to school documents)</p> <ul style="list-style-type: none"> Develop communication plan to consider both internal and external communications. 	Low	See return to school documents	See return to school documents

	19 procedures to staff, pupils, parents/ carers, contractors and visitors	Staff, pupils, parents, contractors and visitors not being made aware of procedures	<ul style="list-style-type: none"> • Liaise with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening (please also refer to the sections of this template risk assessment covering cleaning and catering). • Compile and issue formal communications to staff to advise them of key information including: <ul style="list-style-type: none"> ○ That they must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection ○ Procedures to follow should either they or a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site ○ Social distancing and hygiene procedures ○ Any changes to fire or first aid procedures ○ Timetable changes (timings, locations etc.) ○ The designated drop off/pick up points and times for pupils (N.B. site maps could be used to indicate drop off/pick up locations to minimise confusion) ○ That parents/visitors must not enter the buildings unless they have a pre-arranged appointment ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk ○ College to be notified by parents if there are any changes to the pick-up arrangements for their child • Formal induction for pupils. It is recommended that inductions are recorded as evidence of training. 			
34	Failure to implement and adhere to the latest government advice/ guidance	All. Failure to adhere to government advice/guidance resulting in increased risk of infection.	Control measures: <ul style="list-style-type: none"> • LT to review key points and decide on any actions required regularly. • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by LT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils. 	Low	No	
35	Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	All. Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site	Control measures: <ul style="list-style-type: none"> • Ensure that this risk assessment is reviewed and agreed at Board level prior to reopening. • Nominate a member of LT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. • Develop procedures to monitor compliance, such as checklists etc. and task relevant staff with completing and reviewing them. • Hold regular meetings to discuss the school's COVID-19 response (you may wish to set up a specific action group). • Develop action plans with SMART targets to address any issues, with periodic monitoring by LT. 	Low	No	

		and possibility of criminal prosecution and/or civil litigation.	<ul style="list-style-type: none">• Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and pupils.			
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